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Annual Meeting

Tuesday

January 12, 2016

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 12, 2016 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Kilander presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held December 15, 2015 and the Special Meeting Held December 21, 2015:

The minutes of the Regular Meeting of the Municipal Airport Authority held December 15, 2015 and the Special Meeting held December 21, 2015, were approved without objection.

Approved the Airport Vouchers Totaling \$94,985.58:

Mr. Blazek moved to approve the airport vouchers totaling \$94,985.58.

Second by Mr. Pawluk.

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

Absent and not voting: Clark, Macdonald

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Pawluk moved to approve the individual voucher in the amount of \$4,082.85 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction, Project AIP45.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Macdonald

The motion was declared carried.

Approved the Individual Voucher to Fargo Jet Center:

Mr. Pawluk moved to approve the individual voucher in the amount of \$16,512.38 to Fargo Jet Center for the 2015 co-op marketing program.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Macdonald

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Pawluk moved to approve the individual voucher in the amount of \$13,297.50 to Flint Communications for partial payment request for 2015 Airport Marketing Program.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Macdonald

The motion was declared carried.

Approved the Individual Voucher to Vaisala:

Mr. Pawluk moved to approve the individual voucher in the amount of \$4,700.00 to Vaisala for partial payment request (final) for the runway pavement sensor system upgrade.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Macdonald

The motion was declared carried.

Approved the Individual Voucher to Wes Schon:

Mr. Pawluk moved to approve the individual voucher in the amount of \$550.00 to Wes Schon, PE, for the Independent Engineering Fee Review, Taxiway A and A-1 Design, Project AIP47.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Macdonald

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Pawluk moved to approve the individual voucher in the amount of \$2,250.00 to Sixel Consulting Group for quarterly installment, Annual Data Subscription, Airport Traffic.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Macdonald

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Pawluk moved to approve the individual voucher in the amount of \$1,544.00 to Sixel Consulting Group for December passenger enplanement fees for Delta/Atlanta.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Macdonald

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Pawluk moved to approve the individual voucher in the amount of \$1,098.00 to TL Stroh Architects for partial payment request for architectural services in connection with the Westside Terminal Restroom Expansion Project.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Macdonald

The motion was declared carried.

Received Communication from VoxTelSys Regarding Proposed Eastside Terminal Office Space:

The communication from VoxTelSys was received and filed without objection.

Mr. Rick Flacksbarth, Cityscapes Development, was recognized and stated since the last meeting VoxTelSys went out and found their own contractor (Casey Construction) to do the renovations to the office space for an estimated cost of \$33,000 for everything they want done to the space, which is less than the previous bids. He stated they are proposing to sign a five year lease if the Airport Authority covers 100% of the cost or a three year lease if the Airport Authority pays for 50% of the cost, or \$16,500 which is approximately \$1,500 more than what the board had approved at the last meeting. He stated if the tenant leaves after three years they will be leaving behind \$33,000 of improvements which cost the airport \$16,500.

Mr. Blazek stated he sees two risks to the airport with this proposal. He stated we don't really have a lot of information on this tenant. He stated if we move forward he would encourage a thorough background check on the tenant which may give us a better idea if we will get our investment back.

Mr. Pawluk stated for us to spend \$33,000 or \$16,500 for a lease that yields about \$10,000 a year is not a convincing argument. He asked if the renovations would make the space that much more rentable to another tenant.

Chairman Kilander stated that our discussion on the matter centered around the fact that we would probably spend about \$15,000 on things like painting, floor covering, etc. to make the space rentable to a new tenant.

Mr. Pawluk stated he would be willing to invest the \$16,500 if they signed a five year lease.

Mr. Blazek stated he would favor the three year lease for a \$16,500 investment on our part as the rate of return on the three year lease is much higher for the airport.

Mr. Blazek stated his second concern is making certain the work gets completed and on time.

Received Communication from VoxTelSys Regarding Proposed Eastside Terminal Office Space:  
(Continued)

Mr. Blazek moved to approve a three year lease term with VoxTelSys for a \$16,500 investment by the Airport Authority on improvements to the space.

Second by Mr. Pawluk.

Mr. Flacksbarth stated he can provide the airport with mechanics lien waiver forms that contractors can sign indicating they have been paid in full so there should not be any concern about mechanics liens.

Chairman Kilander stated upon approval of this motion the Airport Authority will commit to fund \$16,500 toward the completed project subject to our inspection and receiving lien waivers for work done.

Chairman Kilander called for a vote on the motion.

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

Authorized Attendance at the AAAE Legislative Conference, March 15-16, 2016, Washington, DC:

Mr. Blazek moved to authorize attendance by board members and staff at the AAAE Legislative Conference, March 15-16, 2016, Washington, DC.

Second by Mr. Pawluk.

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

Authorized Attendance at the Sixel Air Service Conference, April 5-7, 2016, Tallahassee, FL:

Mr. Pawluk moved to authorize attendance by board members and staff at the Sixel Air Service Conference, April 5-7, 2016, Tallahassee, FL.

Second by Mr. Blazek.

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

Received Request from ND Aviation Council to Sponsor the Upper Midwest Aviation Symposium, March 6-8, 2016, Bismarck, ND:

The communication from Mr. Jon Simmers, Chairman of the North Dakota Aviation Council, was received and filed without objection.

Mr. Dobberstein stated the symposium is in Bismarck this year and as in the past the larger airports in the state sponsor \$1,500 with the host airport sponsoring \$5,000.

Mr. Blazek moved to approve the \$1,500 sponsorship of the 2016 Upper Midwest Aviation Symposium.

Chairman Kilander relinquished the chair to Vice Chairman Pawluk and seconded the motion.

Mr. Kilander stated the symposium is something we have a history of participating in and overall it is good not only for the Airport Authority in Fargo but for the aviation industry statewide.

Mr. Blazek stated he agrees.

Received Request from ND Aviation Council to Sponsor the Upper Midwest Aviation Symposium, March 6-8, 2016, Bismarck, ND: (Continued)

Vice Chairman Pawluk stated he accepts that argument but he always feels it is a challenge if you are receiving tax payer dollars to respond to requests for sponsorships. He stated that is the basis for his opposition.

Mr. Kilander stated the dollars allocated for this come out of the operations and maintenance budget which does not involve any dollars collected from property tax dollars.

Vice Chairman Pawluk called for a vote on the motion.

All members present voted aye and none voting nay the motion was declared carried. Vice Chairman Pawluk returned the chair to Mr. Kilander.

Discussed Tenant Financial Review for 2016:

Mr. Dobberstein stated last year in our tenant financial review process we conducted a review of CBM Managed Services (Skydine). He stated this year he would recommend a review of the car rental agencies. He stated their lease contains a provision which allows them to select an accounting firm other than the one we choose, and we would engage EideBailly. He stated the tenant does pay 50% of the cost of the review.

Mr. Pawluk stated he does not want to see our authorization limited to 2015 since it is possible they may find something and would need to go back further, since we do not conduct these reviews on an annual basis on every tenant.

Mr. Blazek stated typically if something is found in one month they look at other months also.

Mr. Pawluk moved that the tenant financial review for 2016 focus on the car rental agencies and that we select EideBailly to conduct the reviews.

Second by Mr. Blazek.

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

Receive Proposed Lease Agreement for ND National Guard Readiness Center:

Mr. Dobberstein stated it has been about a year since the ND Guard Bureau came before us proposing to lease an additional 25 acres of property on the north end of the airport west of the drain. He stated the lease before the board today is for that 25 acres today and at some point in the future they are looking at an additional 15 acres for the aviation support facility. He stated the Guard Bureau believes this is funded in FY2019 so any time in October 2018 and beyond they could start construction.

Mr. Dobberstein stated Attorney Stewart has reviewed the lease and if for some reason the funding goes away the lease would go away. He stated the FAA is considering this an aeronautical use and we will move forward with charging them \$1.00 per year as we do with the other military leases. He stated the agreement does cover us in the event the FAA policy changes.

Mr. Blazek moved to approve the proposed lease agreement with the State of North Dakota for 25 acres for the proposed ND National Guard Readiness Center.

Second by Mr. Pawluk.

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

Elect Chairman of the Municipal Airport Authority for Calendar Year 2016, as Per Bylaws:

Mr. Blazek moved to elect Mr. Ken Pawluk Chairman of the Municipal Airport Authority for calendar year 2016, as per bylaws.

Chairman Kilander relinquished the chair to Vice Chairman Pawluk to second the motion.

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

Elect Vice Chairman of the Municipal Airport Authority for Calendar Year 2016, as Per Bylaws:

Mr. Kilander moved to elect Gen. Alexander Macdonald Vice Chairman of the Municipal Airport Authority for Calendar Year 2016, as per bylaws.

Second by Mr. Blazek.

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

Adopted Resolution of Appreciation to Outgoing Chairman, Mr. Don Kilander:

Mr. Blazek offered the following Resolution of Appreciation to outgoing Chairman, Mr. Don Kilander:

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

WHEREAS, During Mr. Kilander's term as Chairman of the Municipal Airport Authority he has demonstrated his willingness to serve the airport and the community by his generous commitment of time, energy, thought and devotion to duty, and

WHEREAS, Mr. Kilander's professionalism and expertise in many areas is a valuable asset to the Airport Authority.

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

Chairman Pawluk relinquished the chair to Mr. Kilander and seconded the motion.

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

Mr. Kilander returned the chair to Chairman Pawluk.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated the restroom expansion project is going along very well and Gast thinks they may be done in even less than 45 days. He stated CBM has now hired TF Powers for their expansion project in the departure lounge.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated they are moving forward with the Airport Master Plan Update after receiving the FAA's approval of the forecasts. He stated that allows us to develop the facility needs of the airport. He stated we will be scheduling another Advisory Committee meeting in the near future.

Mr. Tim Johnson, Manager of the FAA Air Traffic Control Tower, was recognized and stated on February 6 the Fargo Tower will be up and running on the new Standard Terminal Approach Radar System (STARS), which will be replacing 1960's and 1970's technology.

Mr. Dobberstein stated he had a visit from a representative of the Arts Partnership last He stated the concept they are proposing is to place two or three large pieces of sheetrock on wheels where people can do chalk art either side of the board. He stated they are proposing to move them to different locations throughout the terminal. He stated if the airport funds the materials (\$1,500) then the Arts Partnership will hire the artists to do the initial drawing on each side of the boards. He stated this would be to promote their chalk festival. He stated the idea is that people will see the boards and feel free to add their art.

Mr. Blazek stated it was his understanding that this would not cost the airport anything.

Mr. Kilander stated his concern would be the content and how we would monitor that and keep it G rated.

Chairman Pawluk stated he would like more information and time to consider this before we take any action by the board.

Commissioner Gehrig stated he understands the concerns stated about this particular project.

Mr. Kilander agrees the terminal is a great venue for local art but he has real concerns about the concept being proposed.

The Annual Meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, February 9, 2016.

Time at adjournment was 8:47 a.m.

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Regular Meeting

Tuesday

February 9, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 9, 2016, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Annual Meeting of the Municipal Airport Authority Held January 12, 2016:

The minutes of the Annual Meeting of the Municipal Airport Authority held January 12, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$52,648.29:

Mr. Blazek moved to approve the airport vouchers totaling \$52,648.29.  
Second by Dr. Clark.  
On the call of the roll, members Clark, Blazek, Macdonald, Pawluk voted aye.  
Absent and not voting: Kilander  
The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,055.60 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction Project, AIP45.  
Second by Dr. Clark.  
On the call of the roll, members Clark, Blazek, Macdonald, Pawluk voted aye.  
Absent and not voting: Kilander  
The motion was declared carried.



Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$764.32 to Mead & Hunt for partial payment request for engineering services in connection with Access Road, Sewer Extension and Lighting Project.

Second by Dr. Clark.

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

Absent and not voting: Kilander

The motion was declared carried.

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 quarterly installment, annual data subscription, airport traffic.

Second by Dr. Clark.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$18,845.15 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A and A1 Reconstruction Design, Project AIP47.

Second by Dr. Clark.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Gast Construction:

Gen. Macdonald moved to approve the individual voucher in the amount of \$87,336.00 to Gast Construction for Partial Payment Request #2 for construction of the Westside Terminal Restroom Expansion Project.

Second by Dr. Clark.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Northstar Aviation Insurance:

Gen. Macdonald moved to approve the individual voucher in the amount of \$36,067.00 to Northstar Aviation Insurance for 2016 Airport Liability Policy.

Second by Dr. Clark.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Gen. Macdonald moved to approve the individual voucher in the amount of \$433.50 to TL Stroh Architects for partial payment request for architectural services in connection with the Westside Terminal Restroom Expansion Project.

Second by Dr. Clark.

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

Absent and not voting: Kilander

The motion was declared carried.

Receive Proposed Contract from Mead & Hunt for Design and Bidding Services for the Terminal Taxiway and A-3:

Mr. Dobberstein stated as we discussed previously, the FAA wants us to move ahead with the reconstruction of the terminal taxiway and A-3 this year at the same time we are reconstructing Taxiway A so we don't have to close down Taxiway A again next year to construct. He stated Attorney Stewart has reviewed the agreement proposed by Mead & Hunt and Mr. Wes Schon has conducted the independent engineering fee review. He stated our goal is to bid the project in the April/May time frame.

Mr. Blazek stated it is his understanding that the design work has already been done under another contract and this is for just an update of the design. He stated he is just trying to find the \$35,000 of value.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated this contract would include assembling the updated plans and specifications into a bid package and would estimate at least 200 hours to get the project ready for bid. He stated \$8,000 of the \$35,000 cost is to design a new upgradeable airfield lighting control system which is a touch screen in the control tower. He stated there have been issues with the control system breaking down and there are not any upgrades available so a new system will have to be designed. He stated we will have to put together a justification report to the FAA stating why the system which was installed in 2004 needs to be replaced.

Receive Proposed Contract from Mead & Hunt for Design and Bidding Services for the Terminal Taxiway and A-3: (Continued)

Gen. Macdonald moved to approve the proposed contract for engineering services with Mead & Hunt for the Terminal Taxiway and Taxiway A3 – Design and Bidding Services for a total cost of \$35,000.

Second by Dr. Clark.

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

Absent and not voting: Kilander

The motion was declared carried.

Received Notice of Lease Extension from Troy Fischer for Eastside Terminal Office:

The communication from Troy Fischer dated January 13, 2016, was received and filed without objection.

Mr. Dobberstein stated Mr. Fischer's lease, which was an assignment from Shaw Investments, expired on January 31, 2016. He stated Mr. Fischer is requesting a one year extension to his lease.

Mr. Blazek moved to approve the request from Mr. Troy Fischer for a one year extension to his lease in the Eastside Terminal.

Second by Gen. Macdonald.

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

Received Request from Jim Shaw to Extend Eastside Terminal Lease Agreement:

The communication from Mr. Jim Shaw, Shaw Investments LLC, dated February 5, 2016, was received and filed without objection.

Mr. Dobberstein stated Mr. Shaw is requesting to renew his lease for another year and is requesting that the lease automatically renew each year thereafter until such time he would give notice to vacate the space.

Gen. Macdonald moved to approve the request from Mr. Shaw for renewal of his lease for one year with automatic renewal each year thereafter.

Second by Dr. Clark.

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

Received Communication from Gallagher & Kennedy Regarding Assignment of Lease from Hansen Lease and Rental (Hertz) to Overland West, Inc.:

The communication from Gallagher & Kennedy dated January 19, 2016 was received and filed without objection.

Mr. Dobberstein introduced Mr. Daren Leier representing Hansen Lease & Rental. He stated Mr. Steve Hansen has started the process of selling his rental companies and assigning leases to Overland West, Inc. He stated Attorney Stewart has reviewed the information they are requesting us to sign which basically acknowledges, agrees, and grants the consent. He stated Attorney Stewart

Received Communication from Gallagher & Kennedy Regarding Assignment of Lease from Hansen Lease and Rental (Hertz) to Overland West, Inc.: (Continued)

has also drafted the assignment modification of lease for the transaction to take place on or about March 1, 2016.

Mr. Daren Leier was recognized and stated right now the matter is at the Hertz corporate level so we are working at their speed right now but they are looking at the March 1 date.

Mr. Dobberstein stated he has advised the attorneys for both Hansen and Overland West that we are in the process of a financial review of the car rental agencies and that we assume that any discrepancy as a result of that review would be the responsibility of Mr. Hansen.

Mr. Leier stated Overland West is a large operation has about 22 locations in North Dakota, South Dakota, Idaho, Washington and Wyoming.

Mr. Blazek moved to approve the assignment of lease from Hansen Lease and Rental to Overland West, Inc.

Second by Gen. Macdonald.

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

Received Communication from EideBailly Regarding 2016 PFC Program Audit:

Mr. Dobberstein stated we have received the Independent Auditor's Report on Compliance for the Passenger Facility Charge Program; Report on Internal Control Over Compliance; and Report on Schedule of Passenger Facility Charges for the year ended December 31, 2015, conducted by EideBailly. He stated in their opinion, the airport complied, in all material respects, with the compliance requirements referred to that could have a direct and material effect on the PFC Program for the year ended December 31, 2015.

The communication from EideBailly was received and filed without objection.

Authorized Attendance at the Allegiant Annual Conference, April 19-22, 2016, Tampa, FL:

Gen. Macdonald moved to authorize attendance at the Allegiant Annual Conference, April 19-22, 2016, Tampa, FL.

Second by Dr. Clark.

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

Airport Construction and Security Update:

Mr. Dobberstein stated as part of our Airport Master Plan Update we will need to make a decision on whether or not to keep Runway 18L/36R on our airport layout plan as part of the airport master plan. He stated 32<sup>nd</sup> Avenue goes right through the runway protection zone on the south and County 20 goes through the runway protection zone to the north. He stated we could request a waiver to allow those roads to be within the runway protection zones but it is doubtful the FAA would grant that. He stated without the waiver we would need to do a whole new set of engineering studies and reviews in order to keep it on the master plan. He stated those studies would not be included in the current master plan process.

Airport Construction and Security Update: (Continued)

Mr. Jeff Klein, Mead & Hunt, was recognized and stated the board does not need to make a decision today. He stated he just wanted to bring this to the board's attention. He stated we can have a detailed discussion at the next Advisory Committee Meeting for the master plan update which will be on March 22 following the Airport Authority meeting. He stated Mead & Hunt has resorted to the fact that we are going to keep it on the master plan and they will do what it takes to keep it on there. He stated there are some issues with the runway protection zones

Chairman Pawluk stated he thinks it makes more sense to keep it on rather than encounter more hurdles later when trying to get it back on the ALP.

Mr. Dobberstein stated he would rather protect the airspace in the event the runway is built someday.

Mr. Klein stated we will discuss this matter in greater detail at the March 22 Advisory Board Meeting.

Mr. Dobberstein stated the restroom expansion project in the departure lounge is now finished and Gast Construction completed it in 38 days. He stated CBM has not started on their expansion project yet as they are waiting for materials.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, February 23, 2016 at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 8:45 a.m.

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Regular Meeting

Tuesday

February 23, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 23, 2016, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Vice Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 9, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held February 9, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$42,888.54:

Mr. Blazek moved to approve the airport vouchers totaling \$42,888.54.  
Second by Dr. Clark.  
On the call of the roll, members Clark, Blazek, Macdonald voted aye.  
Absent and not voting: Kilander, Pawluk  
The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Dr. Clark moved to approve the individual voucher in the amount of \$7,570.60 to Flint Communications for partial payment request for 2016 Airport Marketing Program.  
Second by Mr. Blazek.  
On the call of the roll, members Clark, Blazek, Macdonald voted aye.  
Absent and not voting: Kilander, Pawluk  
The motion was declared carried.

Approved the Individual Voucher to EideBailly:

Dr. Clark moved to approve the individual voucher in the amount of \$1,850.00 to EideBailly for the PFC audit for the year ending December 31, 2015.

Second by Mr. Blazek.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$2,773.53 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction Project, AIP45.

Second by Mr. Blazek.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$10,502.85 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction Project, AIP45.

Second by Mr. Blazek.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$10,502.85 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A and A1 Reconstruction Design, Project AIP47.

Second by Mr. Blazek.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approve the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$24,669.69 to Mead & 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 Clark, Blazek, Macdonald voted aye.

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$13,133.95 to Mead & 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 Clark, Blazek, Macdonald voted aye.

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Received Proposed Contract from Mead & Hunt to Prepare PFC Application #8:

The proposal from Mead & Hunt dated February 19, 2016 was received and filed without objection.

Mr. Dobberstein stated the record of decision for our current PFC application was just prior to our terminal expansion project that started in 2006 with construction completed in 2008. He stated the largest item in that PFC application was the bond that we issued for the project which was a little over \$7 million and we paid off those bonds last year. He stated there are still a number of items for which we are collecting in the current PFC and at our current rate of collection our PFC collection authority will expire in April of 2018. He stated it is wise for us to get the next process in place. He stated some of the projects on the proposed list may not be eligible but they will be reviewed by the FAA. He stated the airlines also have an opportunity to review the list of projects and make any objections.

Mr. Dobberstein stated Mead & Hunt is proposing to provide assistance in the application process to the FAA for a lump sum of \$54,400. He stated this is probably a four to six month process. He added that this cost is eligible for reimbursement through the PFC program.

Mr. Blazek moved to approve the contract with Mead & Hunt to prepare PFC Application #8 for a lump sum of \$54,400.

Second by Dr. Clark.

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



Received Communication from Mead & Hunt Regarding Notice to Proceed for Improvements (bid awarded to Olaf Anderson on 10/27/15):

The communication from Mead & Hunt was received and filed without objection.

Mr. Dobberstein stated on October 27, 2015, the Airport Authority opened bids and approved the award of the project to Olaf Anderson for improvements in the cargo area, subject to MDC, Inc. putting a contract in place with a national freight carrier. He stated it appears that contract will hopefully be executed later this week. He stated upon execution of that contract we would issue a notice to proceed with Olaf Anderson. He stated the original contract amount was a little over \$1.2 million and from the time we preliminarily awarded the contract there have been changes in scope and negotiations in the site plan. He stated the changes have added some projects the Airport Authority will complete. He stated we had agreed to do the employee parking lot on the north side of the area and we will also add the trucking parking lot. He stated we will also take over all of the fencing and temporary fencing during the project. He stated as far as the excavation for the new building we will be taking care of the hauling away of that material and using it to fill in the site of the borrow pit the City of Fargo used located east of University Drive. He stated we will be doing all of the storm water retention for the site. He stated we will be taking care of the plug-ins for the truck parking lot and any Xcel Energy fees for connections of the transformers. He stated other than that everything else is in line with the original bid. He stated these change orders could be in the range of \$200,000 to \$230,000.

Mr. Dobberstein stated without any objection to these additions we will reaffirm the issuance of the Notice to Proceed to Olaf Anderson.

There were no objections.

Received Preliminary 2015 Airport Construction Account Statement:

The preliminary 2015 Airport Construction Account Statement was received and filed without objection.

Mr. Dobberstein distributed copies of the statement and stated these figures have not yet been audited but he does not expect any adjustments other than something slight.

Received Request from Fargo Air Museum for Event Sponsorship:

The request from the Fargo Air Museum was received and filed without objection.

Mr. Dobberstein stated since the Fargo Air Museum has been holding this annual fund raising event the Airport Authority has participated with a sponsorship.

Dr. Clark moved to approve the \$2,500 sponsorship for the Fargo Air Museum Celebrity Auction.

Second by Mr. Blazek.

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

Macdonald abstained.

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Received Update on MDC, Inc. Lease Amendment and Extension (Approved 10/2/15):

Mr. Dobberstein stated on October 2, 2015, Mr. Jerry Dean, MDC, Inc., requested a lease amendment and extension to his lease with the Airport Authority. He stated Mr. Dean has been working with Federal Express for over a year on this process and they are working toward finalizing the lease agreement he will have with us for the additional property he has requested to lease. He stated the current lease is for 59,923 square feet and he is requesting an increase of 71,241 square feet for a total of 131,164 square feet. He stated right now we are looking at the first arrival of FedEx aircraft on October 30 with the first operation on October 31. He stated all of the legal descriptions have been updated and they are waiting for an ALTA survey to be done. He added that we are not a party to the agreement MDC, Inc. has with Federal Express.

Mr. Dobberstein stated we will be working on details on construction and hopefully that will get started in early April.

Mr. Blazek moved to authorize the Executive Director to sign the lease amendment and extension with MDC, Inc., subject to final review and approval by Attorney Stewart.

Second by Dr. Clark.

Mr. Dobberstein stated the only other document will be a cargo airline operating agreement Federal Express has requested, which will be similar to operating agreements we have with airlines but that probably won't be signed for a few months yet. He stated Attorney Stewart is still in the process of reviewing that and making changes.

Mr. Blazek stated he would like to congratulate Mr. Dobberstein and his staff because he has just a small hint of the number of hours that have been put into this project over the last 20 years. He stated to see this all the way to fruition is a huge accomplishment.

Vice Chairman Macdonald called for a vote on the motion.

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

Received Communication from Sanford Health Requesting an Extension of the Eastside Terminal Lease:

The communication from Mr. Tim Meyer, Sanford Health dated February 18, 2016, was received and filed without objection.

Mr. Dobberstein stated Sanford leases space in the Eastside Terminal and their lease expires April 30, 2016. They are requesting a one year extension.

Mr. Blazek moved to approve the one year lease extension requested by Sanford Health.

Second by Dr. Clark.

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

Authorized Attendance at the AAAE National Airport Economic Development Conference, April 11-13, 2016, Raleigh, NC:

Dr. Clark moved to authorize attendance by staff and board members at the AAAE National Airport Economic Development Conference, April 11-13, 2016, Raleigh, NC.

Second by Mr. Blazek.

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

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated the restroom expansion project is done and ahead of the completion date. He stated they are waiting for some shop drawings on railings for the CBM expansion project but once they start they anticipate the project to move along quickly.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, March 8, 2016 at 8:00 am in the Airport Boardroom.

Time at adjournment was 8:33 a.m.

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Regular Meeting

Tuesday

March 8, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 8, 2016, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 23, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held February 23, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$23,486.95:

Mr. Blazek moved to approve the airport vouchers totaling \$23,486.95.  
Second by Gen. Macdonald.  
On the call of the roll, members Blazek, Macdonald, Pawluk voted aye.  
Absent and not voting: Clark, Kilander  
The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$56,072.40 to Flint Communications for partial payment request for the 2016 Airport Marketing Program.  
Second by Mr. Blazek.  
On the call of the roll, members Blazek, Macdonald, Pawluk voted aye.  
Absent and not voting: Clark, Kilander  
The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Gen. Macdonald moved to approve the individual voucher in the amount of \$697.50 to TL Stroh Architects for partial payment request for architectural services in connection with the Westside Terminal Restroom Expansion.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Kilander

The motion was declared carried.

Received Communications from Beaton Farms and Cass Clay Farms Regarding Lease Extension:

Mr. Dobberstein stated we received a communication dated February 2, 2016 from Tom Beaton Farms but have not yet received written communication from Cass Clay Farms.

The communication from Tom Beaton Farms was received and filed without objection.

Mr. Dobberstein stated Tom Beaton Farms and Cass Clay Farms are both interested in a two-year extension of their current farm lease agreements. He stated 2016 is the final year of their current contracts. He stated he has not received a written request from Cass Clay Farms but he has talked with Mr. Brandon Olson and he has indicated verbally they would be interested in a two-year extension as well. He stated this extension would allow them to do some additional drainage improvements and be able to recover some of the time and expense it will take them to do that.

Mr. Dobberstein stated he would recommend granting the two-year extension for both tenants. He stated we could go out for bids again but in the current farm market we may not do as well.

Mr. Blazek moved to approve the request from Beaton Farms for a two-year extension of their farm lease and that it be left up to the discretion of the Executive Director to grant a two-year extension to Cass Clay Farms upon receipt of their formal written request.

Second by Gen. Macdonald.

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

Received Proposed Contract from Mead & Hunt for Cargo Area Improvements:

Mr. Dobberstein stated we will discuss this matter at the next meeting as Mead & Hunt is not present today.

Receive Proposed Airline Operating Agreement:

Mr. Dobberstein stated Federal Express has chosen to enter into an Airline Operating Agreement between Federal Express and the Municipal Airport Authority. He stated the agreement is very basic and straightforward and follows the same format as we have with our air carriers. He stated FedEx will be participating in the costs for ARFF services.

Gen. Macdonald moved to approve execution of the proposed Airline Operating Agreement with Federal Express.

Second by Mr. Blazek.

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

Received Proposed Attornment Agreement for MDC, Inc.:

Mr. Dobberstein stated Federal Express is requesting an attornment agreement which basically provides that if MDC, Inc. ceases to exist the Municipal Airport Authority will become the landlord in its place.

Mr. Blazek moved to approve and authorize execution of the proposed Attornment Agreement among Federal Express, the Municipal Airport Authority and MDC, Inc.

Second by Gen. Macdonald.

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

Discussed Parking Maintenance and Construction Fund Certificate of Deposit Renewal:

Mr. Dobberstein stated the Airport Authority currently owns a Certificate of Deposit of just over \$7 million with First International Bank which has a renewal date of April 1. He stated the original amount of the CD was \$5 million and last year we added \$2 million. He stated he is recommending adding \$1 million this year. He stated we can get bids from area banks for the CD, as we have done in the past.

Chairman Pawluk asked why only \$1 million this year.

Mr. Dobberstein stated we have a number of improvement projects on the airport this year, such as the improvements in the cargo area, which will come from the Operations and Maintenance Fund.

Mr. Blazek stated we could add another CD at any time during the year.

Gen. Macdonald moved to approve the Executive Director's recommendation to transfer \$1 million from the Operations and Maintenance Fund to the Parking Maintenance and Construction Fund and that he be authorized to negotiate a new certificate of deposit.

Second by Mr. Blazek.

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

Chairman Pawluk stated we are getting close to having adequate funds to complete a parking project whether it be a skyway or a ramp without having to go out and finance a large amount. He stated he goes back and forth between building a skyway and building a parking structure. He stated he believes that it is the expectation of our customers that there will be a parking structure that will allow them to park closer to the terminal.

Gen. Macdonald stated a parking ramp will serve a relatively small percentage of our customers whereas an elevated walkway will serve everyone parked in the parking lots.

Mr. Dobberstein stated a parking structure does nothing to improve the experience of the person we are concerned about and that is the person walking from the furthest point in the parking lot. He stated the survey we conducted showed that not enough people would be willing to pay an elevated rate to park in a structure in order to pay off the bonds that would need to be issued to build a ramp. He stated if an elevated walkway is designed properly and connects to the terminal building it would be eligible for federal AIP funding, although it would have a low priority. He stated there would be no federal funds available for a parking structure as it is revenue producing. He stated right now he feels we have some other higher priorities such as an additional gate on the east end of the terminal. He stated we are having a Master Plan Advisory Committee meeting following our next board meeting on March 22 and we can have further discussion at that time.

Discussed Parking Maintenance and Construction Fund Certificate of Deposit Renewal:  
(Continued)

Mr. Dobberstein the parking lot fund is not all for new construction. He stated the existing lots need a mill and overlay and the employee parking is also in dire need of a mill and overlay. He stated it is feasible that the needed improvements could cost \$1 million.

Chairman Pawluk stated we will revisit the parking issue again at a future meeting and continue discussion.

Received Preliminary 2015 Statement of Operations (Operations and Maintenance Account):

The preliminary 2015 Statement of Operations (Operations and Maintenance Account) was received and filed without objection. He stated the figures will be finalized after the audit later in the year.

Mr. Dobberstein reviewed the statement and answered various questions from board members.

Airport Construction and Security Update:

Mr. Dobberstein stated TF Powers has started construction of the CBM/Skydine expansion in the departure lounge.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, March 22 at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 8:40 a.m.

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Regular Meeting

Tuesday

March 22, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 22, 2016, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approve the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 8, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held March 8, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$25,431.42:

Mr. Blazek moved to approve the airport vouchers totaling \$25,431.42.  
Second by Mr. Kilander.  
On the call of the roll, members Blazek, Kilander, Macdonald, Pawluk voted aye.  
Absent and not voting: Clark  
The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$816.00 to Mead & Hunt for partial payment request for engineering services in connection with the PFC #8 Application, APFC08.  
Second by Mr. Kilander.  
On the call of the roll, members Blazek, Kilander, Macdonald, Pawluk voted aye.  
Absent and not voting: Clark  
The motion was declared carried.



Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$17,280.00 to Mead & Hunt for partial payment request for engineering services in connection with the Terminal Taxiway and Taxiway A3 Reconstruction - Design, AIP46.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$30,444.39 to Mead & Hunt for partial payment request for engineering services in connection with the airport Master Plan Update, AIP42.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$508.52 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A and A1 Reconstruction Design, Project AIP47.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Received Proposed Contract from Mead & Hunt for Construction Services for Access Road, Lighting and Apron Improvements:

Mr. Jeff Klein, Mead & Hunt, was recognized and explained that on October 13, 2015, the Airport Authority received bids for a project to improve the access road, lighting and sanitary sewer in the cargo area. That project which was just over \$1.2 million was awarded to Olaf Anderson. Mr. Klein stated that since the award of that bid, there have been a number of changes to the scope of the project and after negotiations between the airport and the tenant the project has now been revised to bring down the cost. He stated the proposed Mead & Hunt contract before the board today is for the engineering work required to redesign the project and also for the construction services. He stated the fee for the contract is not to exceed \$160,250. He stated the revisions do not look drastically different from the original but there is a lot of work associated with the revisions. He stated since the site was reconfigured there is a ripple effect and we have to redo all of the

Received Proposed Contract from Mead & Hunt for Construction Services for Access Road, Lighting and Apron Improvements: (Continued)

lighting layouts, the storm water calculations, pavement, recalculate concrete quantities, etc. He stated we still do not know that this is the final design as there will probably be changes to parking layout. He stated this is about a six-month project from April through September.

Mr. Kilander moved to approve the proposed contract for re-design and construction services for the cargo facility improvements, at a cost not to exceed \$160,250.

Second by Mr. Blazek.

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

Absent and not voting: Clark

The motion was declared carried.

Received Cash Investment Bids for One-Year Certificate of Deposit:

Mr. Dobberstein stated the Airport Authority currently has its Parking Lot Construction and Maintenance Fund in a one-year Certificate of Deposit of just over \$7 million with First International Bank, which is due April 1. He stated the Airport Authority also took action at a recent meeting to add \$1 million from our Operations and Maintenance Fund to the Parking Lot Fund. He stated the total CD amount would be \$8,061,350.00.

Mr. Dobberstein stated he requested bids from the area banks and the board members were provided with those bids. He stated the highest interest rate offered was .82% from US Bank but that was for a 270-day term, not one year. He stated the second highest interest rate offered was from Bremer Bank at .76% but they would not be able to enter into the CD until April 7. He stated the other interest percentages ranged from .66% down to .363%.

Chairman Pawluk asked Mr. Blazek for his recommendation.

Mr. Blazek stated the challenge he has is that our request was for an investment date of April 1, 2016, and the high bidder is not able to provide the CD until April 7, 2016. He stated he thinks we should probably send an e-mail out to those banks providing bids and ask for an April 7 investment date, just to cover our bases. He stated if you publish an investment date that is the date to which you commit. He stated the other bidders would not know that there is a 10-day window on the current CD. He stated by awarding this to one bank with a date of April 7, which is different than the date called for, we could be losing out on interest. He stated the different date could have an effect on the interest rate offered by other banks.

Gen. Macdonald stated he likes the idea of sending an e-mail to the other banks and ask them if the April 7 date would change their bid.

Mr. Kilander asked if that would provide an advantage to the other banks enabling them to increase their bids.

Chairman Pawluk expressed concern about setting precedent and not treating all bidders fairly. He stated technically the only thing to do is throw out the bid with the April 7 date, just like we threw out the one for 270 days, or reject all bids and request new bids.

Mr. Dobberstein stated we either tell Bremer that it has to be an April 1 date or accept the next highest bid which was Starion at .66%.

Mr. Kilander asked Mr. Blazek, as a banker, would he expect the customer to enforce the rules of the bid.

Received Cash Investment Bids for One-Year Certificate of Deposit: (Continued)

Mr. Blazek stated he absolutely would expect that the rules be enforced. He stated the Airport Authority does have the right to accept or reject any or all bids.

Chairman Pawluk stated he would accept the bid from US Bank at the higher interest rate but it did not meet the one-year term requirement, but neither did the Bremer bid. He stated the objective for seeking requests is to get the highest rate of return for the airport.

Mr. Blazek stated if that is truly what we want to accomplish then he thinks we should send an e-mail to the participating banks and advise them we are changing the investment date from April 1 to April 7 and give them a chance to amend their proposals.

After further discussion, Mr. Blazek stated as much as he hates to see us miss out on some opportunity here he feels we need to stay with the bids that have qualified with these constraints and next year we change the language on how we solicit bids. He stated otherwise he thinks we will open ourselves up to a lot of criticism.

Mr. Kilander stated he would agree with that completely.

Gen. Macdonald stated he feels it is the board's responsibility to get the maximum return with the tax payers' money. He stated he does not know how we could be criticized for rejecting all of the bids.

Mr. Blazek stated if that is the case then we should go to an auction format. He stated we should have the interest parties meet in this room and conduct an auction.

Gen. Macdonald stated he would not object to an auction.

Chairman Pawluk asked Mr. Dobberstein for his opinion.

Mr. Dobberstein stated he would be more inclined to award it to Bremer Bank at .76% as we reserve the right to accept or reject any and all bids.

Chairman Pawluk asked why we would not accept the 270-day term from US Bank at a higher interest rate.

Gen. Macdonald stated he agrees. If we waive seven days for one bank, we should waive it for the 270-day offer and look at it again in nine months.

Mr. Kilander stated he views these proposals from banks the same as a bid for a construction project. If a bidder does not meet the criteria in our request for proposals it is thrown out.

Chairman Pawluk request a motion to resolve this issue.

Mr. Kilander moved to accept the highest bid that meets all of the criteria in our request for proposals.

Motion failed for lack of a second.

Mr. Blazek moved to reject all bids and rebid the CD using an investment date of April 8, 2016 for a term not to exceed one year and that the Executive Director be authorized to make the final decision as the board does not meet again until after that date.

Second by Gen. Macdonald.

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

Kilander voted no.

Absent and not voting: Clark

The motion was declared carried.

Received Cash Investment Bids for One-Year Certificate of Deposit: (Continued)

Mr. Kilander stated maybe next year we can look at a different process such as giving the top three bidders an invitation to change their bids at an auction after all bids have been received.

Mr. Blazek stated in the future we could look at bidding this CD in the same manner as our farm leases where we receive a sealed bid and then give bidder the opportunity to amend their bids at an auction.

Airport Master Plan Update:

Mr. Mark Breukink, Mead & Hunt, was recognized and stated he is the project manager for the Airport Master Plan Update. He stated we have a meeting this morning at 9:00 for the Airport Master Plan Advisory Committee which is made up of various airport stakeholders. He stated it has been quite a while since the committee has met but the Master Plan Update experienced quite a delay with the FAA and getting our forecasts approved. He stated present at the meeting will be representatives of the North Dakota Aeronautics Commission, the Federal Aviation Administration and various airport tenants.

Airport Construction and Security Update:

There was nothing to report on security.

Mr. Jeff Klein, Mead & Hunt, stated there is not any actual construction activity at this time. He stated Mead & Hunt is continuing to work on finalizing the plans for the Terminal Taxiway and Taxiway A-3 so that we able to advertise that project for bids.

Other Business:

Mr. Dobberstein stated the City of Fargo is looking at flood control structure along the north end of the airport. He stated sometime this year the City will be coming before the Airport Authority to request an easement. He stated there are a couple of options they are looking at to get the entire north end of the airport out of the 100 year flood plain. He stated he will provide the preliminary information to the board members for review before a presentation by the City of Fargo.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, April 26, 2016, at 8:00 a.m.

Time at adjournment was 8:47 a.m.

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Regular Meeting

Tuesday

April 26, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 26, 2016, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Vice Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 22, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held March 22, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$50,519.99:

Mr. Blazek moved to approve the airport vouchers totaling \$50,519.99.  
Second by Mr. Kilander.  
On the call of the roll, members Blazek, Kilander, Macdonald voted aye.  
Absent and not voting: Clark, Pawluk  
The motion was declared carried.

Clark now present.

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Kilander 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, Clark, Blazek, Kilander, Macdonald voted aye.  
Absent and not voting: Pawluk  
The motion was declared carried.

Approved the Individual Voucher to Gast Construction:

Mr. Kilander moved to approve the individual voucher in the amount of \$31,531.35 to Gast Construction for Partial Payment Request #3 (Final) for the Westside Terminal Restroom Expansion Project.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$43,734.79 to Mead & 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 Clark, Blazek, Kilander, Macdonald.

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Olaf Anderson Construction:

Mr. Kilander moved to approve the individual voucher in the amount of \$13,500.00 to Olaf Anderson Construction for Partial Payment Request #1 for construction of the Access Road, Apron Lighting, Sanitary Sewer Improvements, Cargo Area.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Kilander moved to approve the individual voucher in the amount of \$11,216.73 to Flint Communications for partial payment request for 2016 Airport Marketing Program.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Kilander moved to approve the individual voucher in the amount of \$389.00 to TL Stroh Architects for partial payment request for architectural services in connection with the Westside Terminal Restroom Expansion Project.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$7,020.00 to Mead & Hunt for partial payment request for engineering services in connection with the Terminal Taxiway and Taxiway A3 Reconstruction - Design, AIP46.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$33,589.70 to Mead & Hunt for partial payment request for engineering services in connection with the Access Road, Apron Lighting and Sanitary Sewer Improvements, Cargo Area.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$12,831.48 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A and A1 Reconstruction Design, Project AIP47.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

Receive Communication from Olaf Anderson Construction Regarding Change Order #1 for an Increase of \$193,052.00 to the Access Road, Apron Lighting and Sanitary Sewer Improvements:

Vice Chairman Macdonald indicated Mr. Jeff Klein, Mead & Hunt, has requested this item be deferred until the next meeting due to some final revisions to the modifications having to do with the storm water retention pond and storm sewer.

Mr. Dobberstein stated he was not aware this change order was not ready for approval. He added that all of the items in this change order are changes to the site plan required by Federal Express after the bids were received and are not negotiable.

Received Communication from Olaf Anderson Construction Regarding Electrical Service Changes for the Cargo Site:

The communication dated March 29, 2016 from Olaf Anderson Construction, Inc. was received and filed without objection.

Mr. Dobberstein stated the original transformer had to be moved from its original site in the cargo area and this also was done to Federal Express specifications.

Mr. Jeff Klein, Mead & Hunt, stated the original site of the transformer was to the east of the project and at Xcel's request the location was moved to the west side of the service road and in doing so it lengthened the conductors going into the FedEx BMX building. He explained that the cost to move the transformer would be less than running the feed from the existing transformer to the new site. He stated there was also an issue of one transformer being too close to another one.

After further discussion, Mr. Blazek moved to approve the electrical services changes in the amount of \$59,840.00 to Olaf Anderson for the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Dr. Clark.

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

Absent and not voting: Pawluk

The motion was declared carried.

Received Contract Amendment Deduct from Mead & Hunt for the North General Aviation Area Expansion Project:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated while designing the north general aviation area ramp expansion it was anticipated a storm sewer and small pump station would need to be designed. Design analysis determined the existing ditch and culvert system located on the south side of the project site should properly treat the storm water and a new storm sewer/pump station were deemed unnecessary. This change order removes the design of the new storm sewer to treat storm water runoff and a pump station to remove water from the project site is eliminated from the original Scope of Services for a deduct of \$16,748.78. He stated the work was never done and the fee was never charged but this will document the change in the contract fee.

Mr. Kilander moved to approve the Contract Amendment to the North General Aviation Apron Expansion - Design and Bidding, for a deduct of \$16,748.78.

Second by Mr. Blazek.

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



Authorized Attendance at the AAAE Annual Conference, May 15-18, 2016, Houston, TX:

Mr. Kilander moved to authorize attendance by board members and staff at the AAAE Annual Conference, May 15-18, 2016, Houston, TX.

Second by Dr. Clark.

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

Authorized Purchase of Oshkosh Snowplow from the National Joint Powers Alliance (NJPA):

Mr. Dobberstein stated with the additional snow removal duties that will be required in the cargo area it will be in our best interest to acquire another large Oshkosh snow plow. He stated the cost of this equipment can be added to one of our PFC applications. He stated we are able to purchase this piece of equipment through the NJPA which is a consortium for publicly bid equipment. He stated we have made other equipment purchases through NJPA.

Mr. Darren Anderson stated there is usually a 10 to 12-month lead time on this type of equipment purchase but we have been guaranteed October delivery. He stated the original bid was \$523,850.00 but an e-mail received yesterday had a cost of \$508,235.00. He stated there will be some additional items such as radios and miscellaneous equipment but we don't have the total on those items.

Mr. Kilander moved to authorize the purchase of an Oshkosh snowplow as proposed, plus needed accessories not included in the original quotation, for a cost not to exceed \$550,000.00.

Second by Dr. Clark.

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

Received Update on Cash Investment Bids for One-Year Certificate of Deposit - Parking Lot Construction & Maintenance Fund:

Mr. Dobberstein stated at the last meeting the board voted to reject all bids and rebid the CD using an investment date of April 8, 2016 for a term not to exceed one year and that he be authorized to make the final decision as the board did not meet again until after that date. He stated after completing that process again the high bidder was First International Bank at .90%. He stated the CD matured on April 1 but was reinvested on April 13.

Mr. Dobberstein stated we received some information from the City of Fargo at the last minute regarding investment options with PFM, a financial advisor to the City of Fargo. He stated he and Mr. Blazek had some conversations with a representative from PFM and he is doing some further research.

Mr. Kilander stated he wants the board to consider the auction option for the highest bidders for future investment of funds in order to give those bidders the chance to increase their bids as we do with our farm bids.

Mr. Blazek stated the challenge with PFM is that their investment pool does not meet the FAA requirement nor does it meet the ND Century Code. He stated the City of Fargo uses its Home Rule Charter to get around those requirements which pertain to the Airport Authority under the Century Code.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Northern Improvement is going to start work on the Taxiway A project on Monday, weather permitting. He stated Olaf Anderson has started work on the cargo area project.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated all of the projects in the building have been completed.

Recognized Retirement of Scott Anderson for 40 years of Service as an Airport Firefighter:

Mr. Dobberstein introduced Scott Anderson, Assistant Fire Chief, who will be retiring April 29 after 40 years of service on the airport as a firefighter.

Vice Chairman Macdonald presented a plaque to Assistant Chief Scott Anderson, recognizing and thanking him for his many years of service.

Adopted Resolution of Sympathy to the Family of David A. Heck:

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

WHEREAS, It is with profound sorrow that the Municipal Airport Authority has learned of the death of its longtime employee and retiree, David A. Heck, who served as the Airport Building Engineer, and

WHEREAS, Mr. Heck was a valuable staff member during his 35 years of employment with the airport from December 1971 until his retirement in May 2007.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority does hereby express its heartfelt and deepest sympathy to Mrs. Glenda Heck and the entire Heck and Heller families.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent records of the proceedings of the Municipal Airport Authority and that a certified copy be sent to the family of David A. Heck.

Second by Dr. Clark.

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

Approved Lessor's Consent Agreement for MDC, Inc.:

Mr. Dobberstein stated we have tenants on the airport who have requested the Airport Authority sign a Lessor's Consent Agreement in order for them to finance building projects. He stated Attorney Stewart is in the process of reviewing this agreement and he is requesting the board's authorization for him to sign the agreement once Attorney Stewart has given his approval.

Mr. Kilander moved the Executive Director be authorized to sign the Lessor's Consent Agreement for MDC, Inc. and CrossFirst Bank subject to review and approval by Attorney Stewart.

Second by Mr. Blazek.

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

Other Business:

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated that Fargo Jet Center was once again honored this year by Aviation International News being ranked among the top of all of the FBO's in the Americas. He stated they changed their rankings a little bit so this year they were named #6 out of 3,000. He credited the staff of Fargo Jet Center for receiving the award. He added that he feels the constant communication among all of the different stakeholders on the airport is unique. He stated they talk to operators at other airports in the country and we in Fargo are fortunate to be part of a team that makes an award such as this happen.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, May 10, 2016, at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 8:36 a.m.

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Regular Meeting

Tuesday

May 10, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 10, 2016, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 26, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held April 26, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$27,508.18:

Gen. Macdonald moved to approve the airport vouchers totaling \$27,508.18.  
Second by Mr. Kilander.  
On the call of the roll, members Clark, Kilander, Macdonald, Pawluk voted aye.  
Absent and not voting: Blazek  
The motion was declared carried.

Approved the Individual Voucher to Fargo Electric Construction:

Mr. Kilander moved to approve the individual voucher in the amount of \$385.00 to Fargo Electric Construction for electric utility locates for the Taxiway A Reconstruction Project, AIP45.  
Second by Mr. Kilander.  
On the call of the roll, members Clark, Kilander, Macdonald, Pawluk voted aye.  
Absent and not voting: Blazek  
The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Kilander moved to approve the individual voucher in the amount of \$586.63 to Sixel Consulting Group for payment request for consulting services for the Allegiant Air Conference.

Second by Mr. Kilander.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Kilander moved to approve the individual voucher in the amount of \$7,524.00 to Flint Communications for partial payment request for 2016 Airport Marketing Program.

Second by Mr. Kilander.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Olaf Anderson Construction:

Mr. Kilander moved to approve the individual voucher in the amount of \$31,795.17 to Olaf Anderson Construction for Partial Payment Request #2 for construction of the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Mr. Kilander.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to TF Powers Construction:

Mr. Kilander moved to approve the individual voucher in the amount of \$14,553.00 to TF Powers Construction for flooring/tiling/waterproofing for coffee shop and lounge expansions, departure lounge, Westside Terminal.

Second by Mr. Kilander.

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

Absent and not voting: Blazek

The motion was declared carried.

Received Communications from Olaf Anderson Construction Regarding Change Order #1 for an Increase of \$193,052.00 and Change Order #2 for an Increase of \$7,645.00 to the Access Road, Apron Lighting and Sanitary Sewer Improvements:

The communication from Olaf Anderson Construction was received and filed without objection.

Mr. Dobberstein stated Change Order #1 was tabled at the last meeting until Olaf Anderson was able to get some further information from the City of Fargo regarding the storm water retention ponds. That information has now been finalized and has resulted in Change Order #2 in the amount of \$7,645.00 for an additional manhole.

Mr. Dobberstein explained the reason for the significant cost increases in Change Order #1 (\$193,052.00) is that after the project was bid Federal Express had number of changes to the design and site plans. He stated there are construction meetings once a week and we have not heard of any additional changes beyond these two change orders.

Chairman Pawluk stated he would look at further change orders negatively if we are not able to increase the lease amount to recover the costs.

Mr. Kilander stated he doesn't think any of us want to give away any money, however, we are pretty well committed to the project. He stated we knew at the front end there was going to be substantial costs so we can't bury our heads in the sand. He stated we are not going to increase the rent because of the changes but we are going to be able to collect rent as a result of the changes.

Mr. Dobberstein stated the good news is that the change order in the amount of \$59,840.00 approved at the last meeting for some electrical service changes is no longer necessary because FedEx and MDC decided to keep the original transformer at the 208 volt service rather than change it to 480 volt service.

Mr. Kilander moved to approve Change Order #1 in the amount of \$193,052.00 and Change Order #2 in the amount of \$7,645.00 to Olaf Anderson for the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Received Update from Cass County Regarding County Road 31 Project and Easements:

Mr. Jason Benson, Cass County Engineer, was recognized and stated they have been working with Mr. Dobberstein for quite a while on this project and they are ready to get the project started. He stated he is here today to discuss the final easement they will be requesting for this project. He stated they are requesting a 75' permanent and a 25' construction easement for the connecting piece between the old portion of the road which is still needed to access the park facilities and the homes that have adjacent driveways to County Road 31. He stated when the project is complete the 25' construction easement will be returned to tillable land.

Received Update from Cass County Regarding County Road 31 Project and Easements:  
(Continued)

Mr. Benson stated there was also a request from the Airport Authority that the County obtain signed agreements from each property owner identifying where their land ends and the Airport Authority's land begins. He stated so far they have received signed documents from about one third of the residents and are continuing to get those signatures. He added that they worked with Soil Conservation on the trees that were planted by the Airport Authority and they were able to have a contractor move the trees that were able to be moved and those were replanted in the northern part of the tree claim to replace trees that had died.

Mr. Dobberstein stated Attorney Stewart has reviewed and approve the easements. He stated we are just missing one map exhibit.

Mr. Benson stated the project should be completed and the road open by mid-July.

Dr. Clark moved to approve the 25' construction easement and permanent 75' easement as requested by Cass County for this portion of the Cass County Road 31 Project.

Second by Mr. Kilander.

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

Receive Proposed Right of Way Easement from Cass County Electric Associated with the County Road 31 Project:

Mr. Dobberstein stated Cass County Electric Cooperative has requested a Right of Way Easement along the reconstructed County 31. He stated Attorney Stewart has reviewed and approved this easement.

Gen. Macdonald moved to approve the Right of Way Easement be granted to Cass County Electric Cooperative.

Second by Mr. Kilander.

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

Authorized Attendance at the AAAE Legislative Conference, July 12-13, 2016, Washington, DC:

Gen. Macdonald moved to authorize attendance at the AAAE Legislative Conference, July 12-13, 2016, Washington, DC.

Second by Dr. Clark.

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

Authorized Attendance at the AAAE Great Lakes Chapter Conference, August 4-7, 2016, South Bend, IN:

Mr. Kilander moved to authorize attendance at the AAAE Great Lakes Chapter Conference, August 4-7, 2016, South Bend, IN.

Second by Gen. Macdonald.

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

Received Communication from Jeff Johnson Regarding Self-Fueling Operation:

Mr. Dobberstein stated Mr. Johnson was not able to attend this morning so this item will be tabled until the next meeting.

Received Update from Standard Parking (SP+):

Mr. John Conway, Vice President and Regional Manager, Standard Parking, was recognized and stated he oversees the airports in the western part of the country. He stated we saw an increase in revenue 2015 over 2014, but year to date 2016 compared to 2015 we have seen a decrease. He stated they are planning on addressing some maintenance issues around the exit plaza to enhance the image of that area. He stated they are also planning to meet with the snow removal vendor and recap the snow removal operations and look at any improvements that can be made. He stated the manager will be attending some facility manager training in Chicago and Denver.

Mr. Kilander stated it seems to him that the changes we made in the rates for the short term lot have worked and freed up some of the space for meeters and greeters.

Mr. Conway stated they feel those changes have helped with that issue. He stated they are also going to be using social media for marketing and customer service.

Chairman Pawluk cautioned Mr. Conway not to base any plans for snow removal procedures on our last two winters as both were mild winters as far as snowfall.

Received Update Regarding Airport Master Plan Project:

Mr. Mark Breukink, Mead & Hunt, was recognized and stated following this meeting at 9:00 am we will be holding an Airport Master Plan Open House. He stated this is a public information meeting giving the public an opportunity to review the airport's plans for the future and giving them an opportunity to comment and give opinions before plans are finalized.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Northern Improvement has started on the Taxiway A Reconstruction Project, breaking up and removing the existing concrete. He stated Olaf Anderson continues to work on construction of the new building in the cargo area as well as renovations of the existing building.

Mr. Dobberstein stated the steel for the new building will arrive next week which should put them ahead of schedule.



Other Business:

Chairman Pawluk stated we are getting full as far available space for new aircraft hangars. He stated we know there are some hangars on the field that are used for storage of personal property and not aircraft and some hangars are just empty. He stated this is an airport and the lease states the hangar is for an aviation use but does allow storage of personal items as well. He stated as an Airport Authority we should decide if we want to maximize the number of aircraft stored in these hangars or continue to allow them to be used as general storage.

Mr. Dobberstein stated we do not have to decide anything because the FAA requires that an aircraft be present in the hangar. He stated there have been cases where someone may have sold an aircraft and were in the process of buying another one or if someone is in the process of getting their license back due to a medical condition. He stated the Airport Authority does not need to take any action on this matter. He stated we can certainly reaffirm the FAA's policy of requiring an aircraft in every hangar.

Mr. Kilander asked if there is a problem that needs to be solved or are we looking for a problem.

Mr. Dobberstein stated we know of probably four hangars that do not currently have airplanes stored in them. He stated these particular hangars would not be large enough for the aircraft owned by the people who have indicated an interest in building new hangars on the field.

Mr. Kilander stated he feels if there is an abuse of the rules in the south general aviation area a letter from the Authority would be more than sufficient.

Mr. Dobberstein stated if there is hangar space available someone will rent it.

Chairman Pawluk stated he feels our objective is to maximize the number of based aircraft on the field. He stated we don't need to take any action but rather just reaffirm the policy.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, May 24, 2016 at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 8:48 a.m.

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Regular Meeting

Tuesday

May 24, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 24, 2016, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Kilander, Macdonald, Pawluk

Absent: Blazek

Others: None

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 10, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held May 10, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$49,206.78:

Mr. Kilander moved to approve the airport vouchers totaling \$49,206.78.

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Forum Communications:

Gen. Macdonald moved to approve the individual voucher to Forum Communications in the amount of \$270.12 for advertisements for Airport Master Plan Open House.

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,540.00 to Mead & Hunt for partial payment request for engineering services in connection with the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$17,816.00 to Mead & Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, AIP42.

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$5,148.90 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction Project, AIP45.

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$1,350.00 to Mead & Hunt for partial payment request for engineering services in connection with the Terminal Taxiway and Taxiway A3 Reconstruction - Design, AIP46.

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$8,743.29 to Mead & Hunt for partial payment request for engineering services in connection with the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$914,806.56 for Partial Payment Request #2 for construction of the Taxiway A Reconstruction Project, AIP45.

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Received Proposal from Hanson Design Associates Regarding Design Services for Proposed Renovation of Shelterbelts:

Mr. Dobberstein introduced Mr. Jim Hanson, Hanson Design Associates, and stated a number of months ago the North Dakota Forest Service did an assessment of all of the shelterbelts on the airport. He stated the shelterbelts are pretty much at the end of their useful life. He stated we have done some rehabilitation on the south end of the airport but they are not where we want them. He stated Mr. Hanson and one of his associates, Sharon Bartels, along with City Forester Scott Liudahl met last week and discussed a plan of action. He stated we looked at prioritizing the shelterbelts. He stated the most visible is the one that starts at Dakota Drive and runs north of the terminal building. He stated the contract being proposed by Hanson Design Associates is for their time to put together a plan to restore the shelterbelts.

Mr. Hanson was recognized and stated this is a project whose implementation will span numerous years as there are 4.3 miles of shelterbelts on the airport. He stated the first phase of this process, as recommended by the Forest Service, is to clear the existing dead material and get the area down to black dirt to prepare for re-planting next spring. He stated Sharon is starting to make contact with some of the contractors that specialize in shelterbelt removal to see what they might recommend for how to take it out, what to do with the debris, how much of the wood can be salvaged for re-use, etc.

Dr. Clark stated she knows this is important work and it's hard to know exactly how many hours it will take but the contract was by the hour. She stated she is uneasy about a contract that does not have some limit or cap.

Mr. Hanson stated they will not know how much time it will take until they get further into the project. He indicated if they found it was taking more hours than anticipated they could come back to the board for a revision in the contract.

Received Proposal from Hanson Design Associates Regarding Design Services for Proposed Renovation of Shelterbelts: (Continued)

Chairman Pawluk asked Mr. Hanson what would happen if we did nothing at all with the shelterbelts.

Mr. Hanson stated the shelterbelts would revert into a forest. He stated there are a lot of volunteer trees such as ash and poplar. He stated there are also a lot of honeysuckle and dogwood and those will just grow into a solid mass. He stated the primary purpose of a shelterbelt is wind buffering and screening but also aesthetics. He stated doing nothing to the shelterbelts would probably attract more wildlife. He stated in replanting the trees he would recommend planting the trees further apart so it would not be as dense and easier to monitor.

Chairman Pawluk asked Mr. Hanson if the board were to approve the contract today what could we expect to see happen in the next 90 days.

Mr. Hanson stated we would get a feel from contractors as far as what the pricing will be and what the best approach will be for clearing the existing trees and hopefully get the project ready for bidding.

Chairman Pawluk stated he sees Mr. Hanson's role as coordinating the activities of others and asked how many hours he would anticipate needing to get the project ready for bidding.

Mr. Hanson stated between he and Sharon they would probably spend 40 hours.

Mr. Kilander stated he feels the project needs to be done as we do not want the shelterbelts to turn into forest that spawns a lot of wildlife. He stated the visual aspect is important as it gives the impression of the whole operation being well kept. He stated he also has concerns about an open ended contract and would feel more comfortable with a not to exceed limit.

Mr. Hanson stated their scope of work would include finding contractors who would be able to do the project, get bids and then monitor the contractor during the project.

After further discussion, Chairman Pawluk recommended authorizing an expenditure of up to \$2,000 for Hanson Design Associates to get a plan in place and bring it back to the board for review.

Mr. Hanson stated that should give us a good idea on what contractors would be able to do.

Mr. Dobberstein stated he wants to see the contractors provide options on what to do with the debris. He stated he thinks we can find someone interested in coming in and removing some of the timber at no cost, which would cut down on our costs. He added that we are basically looking at leaving the evergreen trees in place and removing everything behind them.

Gen. Macdonald stated his understanding is that Mr. Hanson will come back to the board within a certain period of time and will have for us a recommended contractor with a proposal and costs.

Mr. Hanson stated we could do it that way or at the next meeting he could bring some options to discuss and the prices they are getting from contractors, or stated we could leap ahead a little and choose a contractor and lay out those methods.

Gen. Macdonald stated he sees Mr. Hanson's responsibility as going out and getting a contractor and a bid price and then bringing it back to the board for approval and also at that time determine whether or not we hire Hanson to manage the project.

Mr. Hanson stated he will try to bring a contractor and an approach/method for dealing with the debris.

Received Proposal from Hanson Design Associates Regarding Design Services for Proposed Renovation of Shelterbelts: (Continued)

Gen. Macdonald moved to authorize Hanson Design Associates to proceed with the landscape architectural design services for the proposed renovation of the airport shelterbelts at a cost not to exceed \$2,000 at this time.

Second by Mr. Kilander.

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

Absent and not voting: Blazek

The motion was declared carried.

Received Communication from Joel Jorgenson Regarding Proposed North General Aviation Area Hangar:

The communication from Mr. Joel Jorgenson dated May 19, 2016 was received and filed without objection.

Mr. Dobberstein stated Mr. Jorgenson and his associates are looking at constructing a four-plex hangar in the north general aviation area north of the Schatz hangar. He stated the Airport Authority paid the cost to run water and sewer service to the Schatz hangar when it was originally built by Mr. Paul Bernabucci and we were reimbursed by Mr. Bernabucci so the same will apply for this hangar.

Mr. Dobberstein stated Mr. Jorgenson had to be out of town today so he is joining the meeting via phone.

Mr. Jorgenson stated they are requesting the board review their plans for a hangar in the north general aviation area. He stated the building would have four separate condo-type hangars. He stated his partners in this project are Mr. Randy Schwartz, Mr. Jim Lund, and Mr. Bob Nelson

Mr. Dobberstein stated upon approval of the concept by the board the next steps include getting a permit from the City of Fargo, legal description, engage a civil engineer to get elevations and design mix for pavement between the hangar door and the taxilane, and start an FAA airspace study. He asked Mr. Jorgenson when they would be ready to move forward.

Mr. Jorgenson stated they would be ready in the next 20-30 days to move forward with the next steps. He stated he will take any comments from the board back to his partners. He stated they are looking at the building being wood frame and the sketches he provided are not complete.

Mr. Dobberstein stated it is the airport's preference that the hangar be built as close to the Schatz hangar as possible.

Mr. Jorgenson stated they wish to use as much of the available space on the site as possible.

Mr. Dobberstein stated the only space in question is the south wall line.

Mr. Kilander encouraged the board members to support this project and allow them to move forward.

Mr. Dobberstein stated the exterior color of the hangar should be earth tones so they could match any of the other hangars in the area.

Chairman Pawluk stated the consensus of the board is to approve the concept and move forward on this project. He added that this is not approving a lease or layout at this point.

Received Communication from Joel Jorgenson Regarding Proposed North General Aviation Area Hangar: (Continued)

Mr. Dobberstein stated the concept is good to move forward. He stated once they engage a civil engineer they will have more formal plans to provide to City Inspections for issuance of a permit. He stated once the coordinates of the corners of the hangar are known they will want to begin the process of the airspace study.

Mr. Dobberstein stated we can have a lease drafted once we have the final building dimensions.

Chairman Pawluk directed Mr. Jorgenson to continue working with Mr. Dobberstein and provide detailed information from which to draft a lease.

Mr. Jorgenson stated they are excited about the project and anxious to move forward.

Airport Construction and Security Update:

Mr. Dobberstein stated the TSA is encouraging travelers to sign up for TSA Pre-check and will be doing a blitz to get people to sign up on line and then have a mobile center here at the airport for people to come out and have the interviews conducted here. He stated by 2020 the TSA would like 65-70% of the travelling public using pre-check. He added that the checkpoint in Fargo is not seeing the problems with long lines at other airports around the country.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated the cargo expansion project is moving along and the steel for the new building is being erected. He stated the storm and sanitary sewer portion of the project was completed and they plan to move on to the concrete paving. He stated Northern Improvement has all of the existing concrete on the Taxiway A Reconstruction project removed and today are going to start their density testing of the subgrade. He stated June 7 will be the bid opening for the Terminal Taxiway and Taxiway A-3 Project.

Mr. Dobberstein stated the board's next meeting will be Monday, June 13 at 8:00 am at which time we will award the bids for that project.

Other Business:

Mr. Dobberstein stated our listing contract for the Eastside Terminal with Mr. Rick Flacksbarth, Cityscapes Development, expires on June 1. He stated there is only 360 square feet of space available for lease.

Mr. Kilander stated Mr. Flacksbarth has done a great job for us and moved that we extend the listing contract with Cityscapes Development

Second by Dr. Clark.

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

Mr. Kilander asked Mr. Dobberstein to pass along the board's appreciation to Mr. Flacksbarth.

Other Business: (Continued)

Mr. Dobberstein stated our fire chief, Dave Bush, attended a conference last year and one of the presenters at the conference was with the National Transportation Safety Board. He stated that representative approached Chief Bush about hosting an Airport Disaster Response and Family Assistance Training Seminar in Fargo as they have never done one in this region. He stated we agreed to work with them and the FMCVB to bring the NTSB representatives to Fargo to put on this seminar for first responders and airports, focusing in on ND, SD, MN, IA and Manitoba. He stated this seminar will be held November 16 and 17, 2016 at the Four Points Sheraton in Fargo. He stated invitations will go out fairly soon and will be capped at the first 120 registrants. He stated there is no charge for the seminar but attendees will pay their own travel expenses. He stated we will pay for the room rental and probably beverages. He stated we think this will be well received.

Mr. Dobberstein stated we are still in the process of the financial reviews for the car rental agencies. He stated we have run into significant issues with the former Hertz franchisee, Hansen Lease & Rental. He stated we had approved the transfer of the Hansen operating agreement to Overland West, who purchased the assets of Hansen. He stated we have come to find out in the past couple of months that Hansen Lease & Rental was in financial ruin. He stated Hansen has turned over his financial affairs to a firm in Phoenix, MCA Financial, so we have been trying to work with them in collecting their lease fees for the last month and a half, as well as getting information from 2015 for the financial review.

Mr. Dobberstein stated we have had no issues with the new operator, Overland West.

Chairman Pawluk stated he would like to send a letter on behalf of the Airport Authority to the Great Lakes Chapter of the AAE endorsing Shawn Dobberstein to serve in leadership positions in this organization.

Chairman Pawluk read his proposed letter to the board members and there was no objection to sending the letter to the Great Lakes Chapter of the AAE.

Chairman Pawluk stated he would like to see the board move forward this year with our parking structure or elevated walkway.

Mr. Kilander stated that was his goal as chairman last year but he feels the sooner the better. He asked if we would need to advertise a request for proposals.

Mr. Dobberstein stated we did issue a request for proposals for parking solutions in October 2013 and the board decided on three finalists.

After further discussion, Mr. Dobberstein was directed to prepare a summary and review of the parking lot master plan at the next meeting with further discussion scheduled at the second June meeting.

Mr. Dobberstein stated Mr. Jack Ricchiuto, Executive Vice President of Operations, Standard Parking, will be here for our second June meeting.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Monday, June 13, 2016.

Time at adjournment was 8:52 a.m.



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Regular Meeting

Monday

June 13, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Monday, June 13, 2016 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark (via phone), Blazek, Kilander, Macdonald, Pawluk

Absent: None

Others: None

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 24, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held May 24, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$48,445.59:

Mr. Kilander moved to approve the airport vouchers totaling \$48,445.59.

Second by Gen. Macdonald.

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

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

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 airline quarterly reports.

Second by Mr. Blazek.

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

No member being absent and none voting 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 \$1,449.45 to Sixel Consulting Group for consulting services for Alaska Airlines HQ visit, Seattle, WA.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Forum Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$252.72 to Forum Communications for legal advertisement for bids for the Terminal Taxiway and Taxiway A-3 Reconstruction, AIP46.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$7,344.42 to Flint Communications for partial payment request for 2016 Airport Marketing Program.

Second by Mr. Blazek.

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

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

Received Proposed Easement from CenturyLink for Cass County Road 31 Project:

The proposed easement from CenturyLink for the Cass County Road 31 Project was received and filed without objection.

Mr. Dobberstein stated because of the rerouting of Cass County Road 31, CenturyLink will have to reroute a short piece of their fiber cable. He stated Attorney Stewart has reviewed and approved the easement.

Mr. Kilander moved to approve the proposed easement from CenturyLink.

Second by Mr. Blazek.

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

Received Proposed Agreement and Consent with Cirrus Services, Inc. (Ryan Anderson) to Provide Flight Instruction via Vic's Aircraft Sales:

The communication dated June 10, 2016, from Ryan Anderson, Cirrus Services, Inc., and the communication from Victor Gelking dated June 9, 2016, were received and filed without objection.

Mr. Dobberstein stated Mr. Ryan Anderson is proposing to provide flight instruction under the umbrella of Vic's Aircraft Sales with an agreement similar to that which Red River Aero has through

Received Proposed Agreement and Consent with Cirrus Services, Inc. (Ryan Anderson) to Provide Flight Instruction via Vic's Aircraft Sales: (Continued)

Vic's. He stated we have received his proof of insurance and the Municipal Airport Authority has been added as a named insured to the policy. He stated Cirrus will pay the airport 1.5% of his monthly sales or \$200.00 per month, whichever is greater.

Mr. Kilander moved to approve the Agreement and Consent with Cirrus Services, Inc. and Vic's Aircraft Sales.

Second by Mr. Blazek.

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

Received Communication from Mead & Hunt Regarding Bid Tabulation and Recommendation of Award for Terminal Taxiway and Taxiway A3 Reconstruction, AIP46:

The bid tabulation was received and filed without objection.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated bids were received on Thursday, June 9 at 2:00 pm for the Terminal Taxiway and Taxiway A3 Reconstruction Project. He stated only one bid was received and that was from Northern Improvement Company with a base bid of \$4,657,530.60.

Mr. Klein stated there were also three alternates bid for the project. He stated Alternates #1 and #2 are for construction of the shoulders. He stated the options were 13" or 16" shoulders. He distributed diagrams showing the two options and explained that the 16" option came in at a lower price because of the streamlined construction process as the 13" concrete would have to be jointed differently than the 16" concrete. He stated Alternate #2 (16") will require less labor which will become especially important during required runway closure times to complete the project.

Mr. Klein stated Alternate #3 is for an upgrade to the computer equipment in the tower and the vault which runs the airfield lighting control system. He stated the current equipment was installed in 2004 which is an eternity in technology.

Gen. Macdonald moved to award the base bid (\$4,657,530.60), Alternate #2 (\$859,780.05) and Alternate #3 (\$72,975.00) to Northern Improvement Company for the Terminal Taxiway and Taxiway A -3 Reconstruction (AIP46).

Second by Mr. Kilander.

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

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

Received Proposed Contract from Mead & Hunt for Construction Administration and Inspection Services Associated with the Terminal Taxiway and Taxiway A3 Reconstruction, AIP46:

The proposed contract from Mead & Hunt was received and filed without objection.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated this proposed contract is for construction observation and closeout associated with the Terminal Taxiway and Taxiway A3 Reconstruction Project (AIP46). He stated this is the exact scope of work they are doing for the Taxiway A Reconstruction Project currently under way. He stated their proposed fee for construction observation and inspection services is \$354,500 and \$8,000 for the project closeout. He stated these fees are subject to the FAA required independent engineering fee review.

Received Proposed Contract from Mead & Hunt for Construction Administration and Inspection Services Associated with the Terminal Taxiway and Taxiway A3 Reconstruction, AIP46: (Continued)

Mr. Dobberstein stated Mr. Wes Schon will conduct the independent engineering fee review.

Mr. Blazek moved to approve the proposed contract from Mead & Hunt for construction administration and inspection services associated with the Terminal Taxiway and Taxiway A3 Reconstruction for a total fee of \$362,500, subject to the independent engineering fee review.

Second by Mr. Kilander.

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

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

Received Letters of Intent for Eastside Terminal Office Space (American Legion and Shaun Roche dba Disenchanted Toys):

The letters of intent from the American Legion and Disenchanted Toys were received and filed without objection.

Mr. Dobberstein stated there is one 360 square foot office available on the second floor of the Eastside Terminal and we have received two letters of intent for this space. He stated representatives of the American Legion Post 2 are present at the meeting. He stated the American Legion Auxiliary leases office space on the first floor of the building and it would be advantageous for the two Legion offices to be located in the same building.

Mr. Dobberstein stated that we have heard that Spectrum Aeromed may be interested in giving up some office space on the first floor that was formerly leased to Jim Shaw. He asked Mr. Rick Flacksbarth, Cityscapes Development, if Disenchanted Toys would be interested in that larger space on the first floor.

Mr. Flacksbarth was recognized and stated he talked with Mr. Chad Kost, Spectrum, on Friday afternoon and he was going to confirm that Spectrum was interested in giving up that space. He indicated that the larger office would be too large for Disenchanted Toys. He stated if Spectrum gives up that space we would have that available for the American Legion (528 square feet).

Mr. Dobberstein recognized Gen. Mike Haugen, American Legion Post 2, and asked if the larger office would be outside of their budget.

Gen. Haugen indicated it would not be outside of their budget.

Mr. Kilander asked how certain we are that Spectrum will give up the first floor space.

Mr. Dobberstein stated what he would recommend is that if Spectrum give up the first floor space the board approve to lease that to the American Legion Post 2 and the second floor office to Disenchanted Toys. He stated if Spectrum does not give up the first floor space then he would like to see the second floor office leased to the American Legion Post so that they could be co-located with the Auxiliary Office, and then Disenchanted Toys could be offered the next available space.

Mr. Kilander stated he feels that is the way we should go so that the American Legion offices can be located in one building.

Gen. Macdonald suggested authorizing the Executive Director to negotiate the leased space for these two requests since at this time we are not certain about the Spectrum space.

After further discussion, Mr. Dobberstein stated we just received a text message from Mr. Dean Atchison, Spectrum Aeromed, that they are open to releasing the space.

Received Letters of Intent for Eastside Terminal Office Space (American Legion and Shaun Roche dba Disenchanted Toys): (Continued)

Mr. Kilander moved that the Executive Director be directed to continue with discussions with American Legion Post 2 and Disenchanted Toys for office space in the Eastside Terminal and come back to the board at the next meeting with a final proposal.

Second by Mr. Blazek.

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

Mr. Dobberstein stated he will have leases ready to be signed at the June 28 meeting for occupancy effective July 1, 2016.

Received Communication from American Legion Auxiliary to Extend Eastside Terminal Office Lease:

The communication from the North Dakota American Legion Auxiliary was received and filed without objection.

Mr. Dobberstein stated the one-year lease for the ND American Legion Auxiliary for office space in the Eastside Terminal expires July 31, 2016 and they are requesting a one-year extension.

Gen. Macdonald moved to approve the request from the ND American Legion Auxiliary for a one-year extension of their office lease in the Eastside Terminal effective August 1, 2016.

Second by Mr. Blazek.

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

Airport Construction and Security Update:

Mr. David Negron, Assistant Federal Security Director, TSA, was recognized and stated the TSA is working with the airport and contractors on establishing a mobile TSA pre-check enrollment center. He stated an October time frame was discussed. He stated tomorrow a site survey team will be here to start the process of a change in the x-ray equipment at the checkpoint.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated the underground electrical work for the transformer and generator for the cargo area project is underway. He stated the project so far is on track and should be completed before the October 31 deadline.

Chairman Pawluk stated Mr. Dobberstein distributed a summary to the board members of where we are with our parking master plan via e-mail.

Mr. Dobberstein stated our current traffic is following the FAA forecasts and we have not yet hit any trigger points as far as parking expansion. He stated our passenger traffic has been affected by airline schedules which reflects the lack of pilots to fly their schedules and he stated it is not going to get better any time soon.

Mr. Kilander stated that would mean that we should not have to construct additional parking any time soon but that should not mean that we cannot move ahead with a plan to accommodate the comfort of the present customer, which an out of the element entry would play a big part. He stated even though we don't need to increase the number of parking stalls he feels we still need to make the experience of parking at the airport as pleasant as we can. He stated he thinks we should be

Airport Construction and Security Update: (Continued)

looking at an enclosed walkway attached to the terminal building.

Chairman Pawluk stated he thinks we would all agree with that but the main thing is paying for it and getting it in the queue with other construction projects we have coming up.

Mr. Dobberstein stated we currently have about \$8 million in our airport parking lot construction and maintenance fund but about \$1.5 million of that will need to go toward upgrades and maintenance in our existing lots. He stated in October 2013 when we received proposals from architectural firms the request was for proposals for a parking structure. He stated if we go with something other than a parking structure, such as the enclosed walkway, the FAA would not accept the solicitations received if we plan to use AIP funds for an eligible enclosed walkway. He stated if the board decides to go with the enclosed walkway, which would be eligible for AIP funding, we would have to start the process again and advertise for proposals for a covered walkway. He stated if the board wanted to go ahead and fund the project with funds other than AIP funds we could select from those proposals received and move forward with the project with alternate funding methods (PFC, reserve funds, bonding).

Mr. Kilander stated if we were looking at construction in 2018 is it too early to get started with the design process this year.

Mr. Dobberstein stated we did not budget anything in 2016 for design for parking.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated during the parking lot master plan process they estimated the cost of an elevated walkway attached to the terminal at about \$9-10 million which would mean about \$700,000 in design costs.

Gen. Macdonald stated he does not like the fact that we keep putting this off. He stated he does not know why we can't move ahead even if we have to start the advertising for proposals process over. He stated he does not think getting started this year would be too far ahead.

Chairman Pawluk stated we are in a down turn now but that will pick up again and at some point we will need more parking spaces. He stated completing the enclosed walkway will not change the fact that at some point we will need additional parking.

Gen. Macdonald stated that has always been true and has not changed. He stated it has always been his understanding that both an enclosed walkway and a parking structure are in the plans for the future.

Mr. Kilander stated in our planning we have set the stage for additional parking as we need it moving south. He sees these as two separate issues. We are going to need to keep our eye on what we will need for future growth but also we need to make the airport as customer friendly as possible so that we are sure that we are capturing as much of our market as we can. He stated he feels an enclosed walkway would do multiples for customer comfort.

Mr. Dobberstein stated we do not have the need for increased capacity at this time but the amenity for comfort for the passenger has always been there. He stated any decision about an enclosed walkway does not have anything to do with capacity.

Gen. Macdonald stated he would like to see us get the project designed and ready to go out for bid when we are ready.

Mr. Kilander stated he thinks that is the direction we should go. He stated it sounds like we should go back to square one and request proposals.

Airport Construction and Security Update: (Continued)

Mr. Dobberstein stated that process could be streamlined and ask for proposals not to exceed three to five pages and then pursue the AIP funding route.

After further discussion, Mr. Kilander was appointed to work with the Executive Director to move forward with the planning process for the parking lot enclosed walkway project.

Mr. Dobberstein stated we have been advised by the North Dakota Aeronautics Commission that we were awarded state grant funds in the amount of \$574,896 of our total request for \$2,863,606.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, June 28, 2016 at 8:00 a.m.

Time at adjournment was 8:54 a.m.

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Regular Meeting

Tuesday

June 28, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 28, 2016, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 13, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held June 13, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$30,669.53:

Mr. Blazek moved to approve the airport vouchers totaling \$30,669.53.  
Second by Gen. Macdonald.  
On the call of the roll, members Blazek, Kilander, Macdonald, Pawluk voted aye.  
Absent and not voting: Clark  
The motion was declared carried.

Approved the Individual Voucher to Foreign Trade Zone Corporation:

Gen. Macdonald moved to approve the individual voucher in the amount of \$975.00 to the Foreign Trade Zone Corporation for the annual report and survey of the Foreign Trade Zone.  
Second by Mr. Kilander.  
On the call of the roll, members Blazek, Kilander, Macdonald, Pawluk voted aye.  
Absent and not voting: Clark  
The motion was declared carried.



Approved the Individual Voucher to Fargo Jet Center:

Gen. Macdonald moved to approve the individual voucher in the amount of \$14,730.00 to Fargo Jet Center for 2016 co-op marketing through June 2016.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Olaf Anderson, Inc.:

Gen. Macdonald moved to approve the individual voucher in the amount of \$153,075.52 to Olaf Anderson, Inc. for Partial Payment Request #3 for construction of Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Gen. Macdonald moved to approve the individual voucher in the amount of \$377,724.85 to Northern Improvement Company for Partial Payment Request #3 for construction of Taxiway A Reconstruction Project, AIP45.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$7,314.25 to Mead & Hunt for partial payment request for engineering services in connection with the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$9,350.00 to Mead & Hunt for partial payment request for engineering services in connection with the Terminal Taxiway and Taxiway A3 Reconstruction, AIP46.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$23,467.55 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction, Project AIP45.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Gen. Macdonald moved to approve the individual voucher in the amount of \$18,646.65 to Mead & Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, AIP42.

Second by Mr. Kilander.

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

Absent and not voting: Clark

The motion was declared carried.

Received Update Regarding Eastside Terminal Tenant Changes:

Mr. Dobberstein stated at the last meeting the board received two requests to lease the same office space in the Eastside Terminal. The requests were from Disenchanted Toys and the American Legion Post #2. He stated following the meeting we were able to accommodate both requests as Spectrum Aeromed agreed to vacate a portion of their space on the first floor in order for the American Legion Post # 2 to lease the space, both effective July 1.

Received Communication from Spectrum Aeromed Requesting to Vacate an Office and Storage Room in the Eastside Terminal:

The communication dated June 13, 2016 from Chad Kost, Spectrum Aeromed, was received and filed without objection.

Mr. Dobberstein stated Spectrum Aeromed is requesting permission to vacate the 528 square feet immediately south of the Spectrum Aeromed Offices (former Shaw Investments office) effective June 30, 2016. He indicated this will be the space leased to American Legion Post #2.

Mr. Kilander moved to approve the vacation of 528 square feet of office space in the Eastside Terminal by Spectrum Aeromed effective June 30, 2016.

Second by Mr. Blazek.

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

Reviewed Proposed 25th Street North Project with City Engineer, April Walker:

Ms. April Walker, City Engineer for the City of Fargo, was recognized and stated they have brought information on two City of Fargo projects in the area of the airport. She stated project BN-16-C1 which is a storm water, sanitary sewer, water main, lift station and paving project that is north of County 20 and affects some of the airport owned property and the airport owned property will benefit from the project. She stated this is about a \$5 million project and the assessments for the various parcels are shown. She stated the second project she will review is a flood control project which will construct a levee.

Ms. Walker stated Project BN-16-C1 came about because of a lot of the properties north of County 20 were platted and kind of inherited by the City of Fargo. She stated some of them have septic tanks and are serviced by city water. She stated there has been a lot of pressure for increasing industrial development as we are out of industrial land available. She stated we did receive a petition requesting that the city pave 25th Street North and bring the sewer line up there so that they can continue to issue building permits in those platted lots to the north of County 20. She stated they will be paving 25th Street and installing a storm sewer system and a storm lift that will evacuate that internal storm water into Cass County Drain 10.

Ms. Walker stated the other project is actually a two phase flood control project. She stated that flood control project was a part of the City's comprehensive plan that was adopted by the City Commission in 2011. She stated it is a part of the prioritized comp plan adopted just a few weeks ago. She stated that project would build a levee at a cost of about \$13 million. She stated that project is completely funded with sales tax dollars so that would not be assessed to any property owners. She stated there is existing development north of County 20 that is not flood protected as they are outside the city line and in past flood events they have not been provided emergency flood protection. She stated that includes the Digi-Key facilities. She stated this levee, when combined with the diversion, will provide 500-year flood protection to the airport. She stated they are trying to achieve that level of protection to the city's critical facilities, the airport being among them. She stated that is why this project is a priority for the city.

Ms. Walker stated the assessments for the proposed storm sewer project are estimated. She stated the location of the levy could affect the calculation of benefits to property owned by the airport.

Reviewed Proposed 25th Street North Project with City Engineer, April Walker: (Continued)

She stated property outside of that levee will not be protected and will not be benefited by the lift station.

Mr. Dobberstein stated the airport does not care if our farmland north of County 20 is flooded because it is never going to be developed.

Ms. Walker stated there have been some requests from the FAA to potentially go around some of the light structures to the north of the airport. She stated if that alignment is moved it would also affect the assessment to the airport.

Mr. Kilander stated he does not know how the airport benefits from the storm water project to the industrial area.

Ms. Walker stated the primary benefit to the airport will be for the property it does own south of County 20. She stated right now the airport's storm water moves north and goes through culverts and it will be picked up by the lift station they are planning to build and will be brought into the drain.

Mr. Kilander stated the airport storm water right now is moving through all the way to the river so how will the lift station benefit the airport.

Ms. Walker stated the existing lift station on County 20 is not a lift station that lifts the airport's water. The airport storm water drops to a gravity flow culvert into the drain so when the drain is high it does not gravity flow. The lift station will be able to eject water no matter what elevation. She stated from the standpoint of assigning benefits when building a construction project, the airport water is going to be passing through the storm lift station therefore the airport benefits from it.

Mr. Kilander stated the airport would not really benefit.

Chairman Pawluk stated he wants to understand what the difference would be between today and after the project.

Mr. Dobberstein stated there would be no difference.

Ms. Walker stated the airport may not see a benefit to the property as it is being used today but when looking at assessments they look at the potential highest and best use of the property. Could it be converted into something else? She stated the property is not deed restricted.

Mr. Dobberstein stated the land can never be developed due to federal restrictions

Ms. Walker stated she understands that but unless the land is deed restricted they cannot take a property owner's intentions into account when defining benefit. She stated a deed restriction on the property would reduce the benefit for the sanitary sewer and the paving portion.

Mr. Dobberstein advised Ms. Walker if she looks at the history of the water main along 25th Street our attorney, Gary Stewart, worked with Mark Bittner and since there was no benefit to the airport we paid no special assessments for the water main project. He stated the airport owned property north of County 20 will never be developed. He stated storm water may be a different discussion.

Ms. Walker stated if the property is deed restricted that can be taken into account. She stated that will help to lower the assessment. She stated the property in the benefited area that is outside city limits cannot be assessed until it is in the city limits so those assessments would be deferred. She stated the assessment on that portion is about \$400,000. She stated the City pays and carries that cost until at some point in the future when that land becomes part of the city but again, a deed restriction would change that calculation.

Mr. Dobberstein asked what would change if the Airport Authority put deed restrictions on all airport land north of County 20.

Reviewed Proposed 25th Street North Project with City Engineer, April Walker: (Continued)

Ms. Walker stated it will be very minimal as the portion outside of the city limits is the \$400,000. She stated there is another portion to the south of that but the assessment on that portion is very low because you are not being assessed for the lift station. She stated if there is a levee in the way the water cannot get to the lift station so you are really only being assessed for the trunk line storm sewer that by policy they assess on an arterial to an arterial band so you have an oversized benefit for the pipe that is being installed. She stated of the \$2 million estimated assessment we are talking about \$61,000. She stated the primary benefit was to the parcel that the airport proper sits on. She stated that was over \$1 million.

Chairman Pawluk asked again what is the benefit to the airport.

Mr. Dan Eberhardt, Special Assessments Coordinator, was recognized and stated the benefit is the drainage of the storm sewer. He stated once the area is urbanized the existing ditches will no longer be there and there will be pipes.

Chairman Pawluk stated just last year the Airport Authority gave property to the SE Cass Water Resource District to triple the storage capacity in Drain #10 and the airport sacrificed a lot of land for that to happen. He stated the city is now implying that is not needed.

Ms. Walker stated she did not say that project is not needed. She stated there is a different purpose for that project. She stated they wanted the airport board members to be able to understand the tools they have available. She stated there is a portion of the airport land that is currently outside of the city limits and that amount will not be assessed until that property should become inside the city limits. She again stated that a deed restriction on the property would change the calculation which may raise the assessment on the main airport property.

Chairman Pawluk stated he feels we should be looking at the property owners who are requesting the project to be the ones to pay for it because the airport does not see any benefit to the airport.

Ms. Walker stated the assignment of benefit does not work that way. She stated there is a Special Assessment Committee who has quasi-judicial authority who assigns benefit and not even the City Commission can change those decisions. She stated the Special Assessment Committee has tentatively reviewed this project and they are in agreement with the methodology that Dan has applied. She stated there is a process coming up once the project is built where there is a series of hearings where you have the ability to appear before that committee and tell them what you think is wrong with that methodology. She stated in the end they make the determination on the methodology, certify it and send it on to the city commission. She stated the city commission cannot change the Special Assessment Committee's decision but they have the option to buy down an assessment.

Mr. Kilander asked who is making the request for the storm sewer project.

Ms. Walker stated the project for the sewer was originally a request for sanitary sewer due to the failing septic tanks in the area and the city was no longer issuing building permits with septic systems in the area. She stated the city received the infrastructure request and it was submitted to the Public Works Evaluation Committee and they decided they were not just going to install sanitary sewer lines but felt it was time to pave.

Chairman Pawluk asked if there is any assessment to the airport on property that will not be developed for the sanitary improvement.

Reviewed Proposed 25th Street North Project with City Engineer, April Walker: (Continued)

Ms. Walker stated not on the airport proper but there is about \$340,000 benefit assigned to airport property north of County 20.

Mr. Dobberstein stated the airport has no need for sanitary sewer in that area.

Chairman Pawluk stated he is surprised that a phone call to Mr. Dobberstein last week was the airport's first indication of this project. He stated it is obvious that the city has not taken into consideration the needs and desires of the airport.

Ms. Walker stated they do not look at the current interest in the property but the highest and best use, unless there is a deed restriction. She stated the airport was about 2/5 of the assessment district so the assessment on the other properties would increase.

Chairman Pawluk asked when is the opportunity to protest.

Ms. Walker stated protests can be filed after the project has been completed.

Mr. Eberhardt stated the assessment to the airport would be for the lift station, depending on the alignment of the project, and the oversized storm water pipe.

Ms. Walker stated this lift station will serve the area shown within the black box on the assessment area. She stated the airport is using a portion of its property to store and flow water toward the drain. The property owners to the west are asking for the right to improve their property and in order for them to be able to do that we have to put their runoff and the airport's runoff into a pipe to get it to the drain.

Mr. Dobberstein asked why not just take care of the property owners on the west side of 25th Street.

Ms. Walker stated in an area as flat as we are there is not enough grade and the water has to go through a pipe.

Chairman Pawluk stated if the airport land was taken out of the drainage area we would give access to take their water off across airport property.

Ms. Walker stated we have to keep in mind there is a second project which is a levy project that will be a barrier to just letting water flow across the land.

Chairman Pawluk stated the problem here is that the airport is facing \$2 million in special assessments. He stated we have capital improvement projects which must be completed. He stated our only source of revenue to fund this is to increase our mill levy by two mills to a total of four mills. He stated he does not know where our revenue to pay these specials will come from.

Ms. Walker stated she can understand that because the city also owns land and pays special assessments.

Mr. Kilander stated the city is able to increase taxes to fund those expenditures.

Ms. Walker stated a deed restriction would change the formula, although she cannot tell you how much. She stated there is the option of a deferral on the undeveloped land. She stated those are granted by the finance committee and can be deferred up to 10 years and are renewable. She stated the specials are spread out over a 25-year term.

Mr. Blazek asked if there is a discount for full payment.

Mr. Eberhardt stated it would be construction costs plus add-ons of engineering fees, administration fees.

Reviewed Proposed 25th Street North Project with City Engineer, April Walker: (Continued)

Chairman Pawluk stated he understands the city is trying to bring improvements to a certain area but since this is the first opportunity the airport has had to voice its perspective on the project, he would like Ms. Walker to go back and take another look at this project and see how the airport's interests can be considered with modification of the project. He stated the airport is not a benefitting property in this project.

Ms. Walker stated there would be a benefit to the airport when the adjacent properties make improvements to their property and the ditch is no longer available to drain the airport property you will see water standing on airport property and it will no longer drain as they will be blocking the path that has allowed it to drain.

Ms. Walker stated we can sit down and look at any documents showing restrictions on the property or if you are interested in pursuing deed restrictions on those parcels. She stated they don't have a lot of room to change the spread on the assessments.

Chairman Pawluk stated there is still an opportunity to change the project. We are just asking that the goals of the airport be addressed as well as the goals of the other property owners and the goals of the city.

Mr. Dobberstein asked if the National Guard has been notified.

Mr. Eberhardt stated he checked and verified everything was mailed out.

Mr. Dobberstein stated we have not received anything.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated they have not received any notice of this project.

Chairman Pawluk asked the timeline of the project.

Ms. Walker stated this project is set to be awarded and built this construction season.

Chairman Pawluk stated that is way too fast on a project we have just heard about.

Ms. Walker stated the assessment district would be done the fall of 2017 so the first assessment would be seen the spring of 2018.

Chairman Pawluk stated this project is not about the airport storm water but about providing the services the other area wants. He asked that the project be slowed down a bit and give the airport a chance for some input and also give us a chance to consult with our engineers.

Ms. Walker stated she does not have the ability to slow the project down. She stated they will check on the mailing.

Mr. Dobberstein asked how long they have known about this project and why the airport wasn't notified and asked to be involved in the planning yet without any regard we are expected to pay \$2 million in special assessments when it does not benefit the airport at all.

Ms. Walker stated they first asked last fall.

Mr. Dobberstein asked why we just hearing about this now.

Ms. Walker stated they didn't have any numbers.

Mr. Dobberstein stated it didn't matter about the numbers we didn't even know about the project.

Chairman Pawluk told Ms. Walker that our hostility toward this project is not hostility toward her.

Ms. Walker stated she understands that.

Chairman Pawluk asked Ms. Walker to make certain that the city commission is aware that the airport will be forced to increase its mill levy to four mills.

Reviewed Proposed 25th Street North Project with City Engineer, April Walker: (Continued)

Mr. Dobberstein stated if the City of Fargo is not able to prove the benefit to the airport the Federal Aviation Administration will come in and determine this is revenue diversion. He stated that has happened in other cities with special assessments.

Mr. Kilander stated the conundrum for him is that the project cannot be protested until after it is built.

Ms. Walker added that there are elements that can be protested and those are shown in the letter sent out (she indicated she would check on what happened with the mailing of those letters) and those are the street lights and the paving. She stated the underground improvements cannot be protested. She stated the paving is about \$1 million of the \$5 million project.

Received Update from Jack Ricchiuto, SP+ (Standard Parking):

Chairman Pawluk introduced Mr. Jack Ricchiuto, Executive Vice President of Operations/Airports, for SP+ (formerly Standard Parking).

Mr. Ricchiuto was recognized and stated it was nice to be here today. He stated Standard Parking recently merged with Central Parking and they are now called SP+. He stated the company has operated the airport parking lot in Fargo for many years. He stated the company has gone through a bit of restructuring in the past year and he stated they are committed to becoming more engaged in the parking operation at this airport. He stated with him today is Mr. John Conway, Vice President and Regional Manager. He stated SP+ has the subject matter experts and the some of the strategic relationships in the industry to bring ideas to the parking operation at the airport in Fargo. He stated Mr. Conway is going to start making quarterly visits to Fargo to attend board meeting and meet with staff. He stated the board has been discussing growing the parking options in Fargo and they would like to be available to partner with the airport in that process. He stated we are seeing many changes in airport parking across the country and they want to be leaders in the industry.

Mr. Conway was recognized and stated he was here in April and gave an update to the board and discussed some maintenance items which they have been working on. He stated they are scheduled to meet with the snow removal contractor in July to see what we can do to improve the snow removal process both with the contractor and with the internal staff. He added that the manager, Jay Hanson, will be attending a management seminar in July. He stated they are also looking at some ways to enhance the Click-n-Park option.

Mr. Ricchiuto stated they want to assure the board that they are available to assist the airport in any way they can. He stated Fargo is especially important to him because of his many years of experience with the airport.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated he was asked by the mayor yesterday about parking at the airport. He asked Mr. Ricchiuto if there are any other airports this size that have built a parking ramp in the last three to five years.

Mr. Ricchiuto stated probably not below the \$5 million gross revenue mark. He stated it is hard to recapture that expenditure. He stated there may be an opportunity to look at alternatives to a \$25,000 per space parking ramp.



Received Update from Jack Ricchiuto, SP+ (Standard Parking): (Continued)

Mr. Dobberstein stated the survey SP+ helped us conduct a few years ago showed that passengers would not be willing to pay an increased rate in a parking structure, regardless of the weather, which would mean we would not be able to cash flow such a project.

Mr. Ricchiuto stated there are alternatives and they would be willing to engage with the airport on those options.

Mr. Dobberstein asked what improvements would need to be made to the lot in the next two to three years.

Mr. Conway stated the lot is not in awful condition. He stated we may have to do an overlay in the next year or two.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Northern Improvement is progressing on the Taxiway A Project. They stated with the first paving lane yesterday and have started removing the terminal taxiway. He stated the goal is to have the terminal taxiway and Taxiway A down to the terminal taxiway completed by August 19.

Mr. Dobberstein stated he is still working with Hanson Design Associates on the shelterbelt restoration project. He stated he did receive one bid from a contractor but we want to go over that with Hanson and the city forester.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, July 26, 2016.

Time at adjournment was 9:10 a.m.

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Regular Meeting

Tuesday

July 26, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 26, 2016, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Kilander, Haugen, Pawluk  
Absent: None  
Others: Bossart

Chairman Pawluk presiding.

Chairman Pawluk introduced and welcomed newly appointed board member Gen. Mike Haugen.

Approved the Minutes of the Regular Meeting Held June 28, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held June 28, 2016 were approved without objection.

Approved the Airport Vouchers Totaling \$40,408.07:

Mr. Blazek moved to approve the airport vouchers totaling \$40,408.07.

Second by Dr. Clark.

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

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

Received Change Order #1 to Northern Improvement Company for an Increase of \$1,342.00 for the Taxiway A Reconstruction Project, AIP45:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Northern Improvement submitted a change order for an increase \$1,342.00 to install some temporary jumpers from the north end of Runway 13 to roughly the area of the electrical vault, approximately 1,500 feet. He stated the record drawings indicated that the edge lighting circuits circuit for Taxiway A and Runway 13/31 were in separate trenches but once into the project we discovered they were in the same trench. He stated this temporary jumper will maintain lighting for Runway 13/31 during construction.

Received Change Order #1 to Northern Improvement Company for an Increase of \$1,342.00 for the Taxiway A Reconstruction Project, AIP45: (Continued)

Mr. Kilander moved to approve Change Order #1 to Northern Improvement for an increase of \$1,342.00.

Second by Mr. Blazek.

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

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

Approved Change Order #1 to Northern Improvement Company for an Increase of \$19,121.24 for the Terminal Taxiway and Taxiway A3 Reconstruction, Project AIP46:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Change Order #1 for an increase of \$19,121.24 to the Terminal Taxiway and Taxiway A3 Reconstruction Project (AIP46) involves a large 60" storm sewer that drains the south end of the airfield running from approximately Runway 13/31 through Taxiway A and then off to the east side of the airfield. He stated due to the poor condition of the joints in the existing pipe the water saturated the soil beneath the pipe which did not provide a solid foundation on which to lay the new pipe. The saturated material will be removed and replaced with rock to properly support the new pipe.

Dr. Clark moved to approve Change Order #1 to Northern Improvement for an increase of \$19,121.24 for the Terminal Taxiway and Taxiway A3 Reconstruction Project, AIP46.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Kilander moved to approve the individual voucher in the amount of \$2,395.06 to Sixel Consulting Group for payment request for consulting services for the 2016 Denver Jumpstart conference.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Flint Communications:

Mr. Kilander moved to approve the individual voucher in the amount of \$9,776.32 to Flint Communications for partial payment request for 2016 Airport Marketing Program.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Olaf Anderson, Inc.:

Mr. Kilander moved to approve the individual voucher in the amount of \$120,846.98 to Olaf Anderson, Inc. for Partial Payment Request #4 for construction of the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Fargo Electric Construction:

Mr. Kilander moved to approve the individual voucher in the amount of \$227.50 to Fargo Electric Construction for utility locates for Taxiway A Reconstruction Project, AIP45.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Fargo Electrical Construction:

Mr. Kilander moved to approve the individual voucher in the amount of \$105.00 to Fargo Electric Construction for utility locates for Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$38,446.74 to Mead & Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, AIP42.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$10,236.44 to Mead & Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, AIP42.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$5,336.00 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A and A-1 Design, Project AIP47.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Northern Improvement Company:

Mr. Kilander moved to approve the individual voucher in the amount of \$1,391,208.33 to Northern Improvement Company for Partial Payment Request #4 for construction of the Taxiway A Reconstruction Project, AIP45.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Northern Improvement Company:

Mr. Kilander moved to approve the individual voucher in the amount of \$964,542.30 to Northern Improvement Company for Partial Payment Request #1 for construction of the Terminal Taxiway and Taxiway A3 Reconstruction, AIP46.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Greater F-M Economic Development Corporation:

Mr. Kilander moved to approve the individual voucher in the amount of \$1,650.00 to the Greater F-M Economic Development Corporation for the 2016 Focus Investment (air service).

Second by Dr. Clark.

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

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

Elected Vice Chairman for the Remainder of CY2016:

Mr. Kilander moved to elect Mr. Steve Blazek Vice Chairman of the Municipal Airport Authority for the remainder of calendar year 2016.

Second by Dr. Clark.

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

Received Change Order #3 to Olaf Anderson for a Deduct of \$4,500.00 for Access Road, Apron Lighting and Sanitary Sewer Improvements:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Change Order #3 to Olaf Anderson for the Access Road, Apron Lighting and Sanitary Sewer Improvements is for a deduct of \$4,500.00. Mr. Klein stated this project was bid back in August 2015 and after the bid opening there were a number of revisions made to the project. He stated one of those revisions was a reduction in the depth of the crushed concrete base from 12" to 8" which resulted in this deduct.

Mr. Kilander moved to approve Change Order #3 to Olaf Anderson for a deduct of \$4,500.00 for the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Dr. Clark.

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

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

Received Update and Proposals for Airport Shelterbelt Renovations:

Mr. Scott Liudahl (City of Fargo Forester), Mr. James Hansen (Hanson Design Associates) and Mr. James Danielson (Cougar Tree Care) were introduced.

Mr. Liudahl gave a brief history of the airport shelterbelts and stated most of them are about 30 years old and the expected lifespan on a mature shelterbelt is about that length of time before things start to change and it loses its functionality and you basically need to remove it and start over. He stated the sites have changed a lot with some of the farming activities, changes in grade, the drain that runs through, etc. since they were initially installed. He stated that may be contributing to some of the expedition of the work they are proposing. He stated about a year ago we partnered with the ND Forest Service to do an assessment of the airport shelterbelts. He stated there are actually 16 shelterbelts on the airport. He stated they went through each one and came up with some recommendations.

Mr. Liudahl stated after receiving the Forest Service's recommendation we looked at how we could break up the areas and prioritize so that we could manage the entire project over a two to five-year cycle. He stated the priority areas would be those starting at Dakota Drive extending past the terminal building.

Mr. Liudahl stated the Forest Service essentially recommended starting over, with the exception of spruce trees, which would stay in place. He stated they received comments from the Fargo Park District on the importance of the screen provided between the airport and their soccer fields. He stated once the approval for the removal is given it will take about four to six weeks to remove the trees in those areas. He stated replacements would begin next year. He stated once all of the existing trees have been removed they will take a look at the site, evaluate drainage, etc. and match the best species of trees for the site. Mr. Liudahl stated Cougar Tree Care was the only bidder on the project and those three bids were provided to the board members.

South 1/3 shelterbelt - \$41,000.00

Middle 1/3 shelterbelt - \$47,500.00

North 1/3 shelterbelt - \$41,000.00

Chairman Pawluk asked what the consequences are if we do nothing.

Received Update and Proposals for Airport Shelterbelt Renovations: (Continued)

Mr. Liudahl stated even with some work that has been done in the past to remove dead trees, you can see that some areas have just become more of a wooded area rather than functioning as a true shelterbelt.

Mr. Blazek stated asked the purpose of a shelterbelt.

Mr. Liudahl stated from a forester's standpoint a shelterbelt prevents wind erosion and snow accumulation. He stated in key areas that is important to have. He stated the Riviera Mobile Home Park is a good example. The park was inaccessible to emergency vehicles in the winter of '96-'97 but there is a significant buffer from wind and snow with the shelterbelt installed by the airport.

Mr. Pawluk stated it is his observation that if we spend the proposed \$130,000 to remove the existing trees as proposed and replace with conservation plantings that will probably take 10-15 years to get to the point where they will do what we want them to do.

Mr. Blazek asked if that means we are going to have snow and erosion issues for that time.

Chairman Pawluk stated we will still have the spruce trees in place.

Mr. Liudahl stated that is a good point but we will select some varieties that will have varying degrees of growth and some will grow faster than others. He stated having varied degrees of shapes and heights of trees will capture snow. He stated the shelterbelt currently contains a number of ash trees and at some point in time those will be doomed by the emerald ash borer. He stated there are more disease resistant varieties of trees we can use.

Mr. Kilander stated no matter when we choose to do the renovation we will experience some period of time where the shelterbelts are not what we want them to be. He stated the longer we wait the more dramatic that becomes.

Chairman Pawluk stated we have a wooded lot now that is doing what we want it to do and he is inclined to leave it as is for the time being. He stated he would rather see us spend the money right now on planting alternate trees along Joe Parmer Drive to prepare for the demise of the ash trees in the future. He stated he feels that is more important.

Mr. Kilander stated he thinks the aesthetics along Joe Parmer Drive are very important but he sees no reason to delay what we need to do in the shelterbelts. He stated he has seen a lot of trees damaged during storms in the past couple of weeks and he sees no reason not to address it now.

Gen. Haugen stated he has done a lot of tree planting in his own shelterbelts and it is almost a constant replacement process as species die out and if you don't do that you end up with nothing. He stated he is in favor of as much green during the winter as possible.

Chairman Pawluk stated our options are to do nothing and let nature take its course or to move ahead with the proposed recommendation for removal and replacement.

Mr. Dobberstein stated he would like to see this project done as the shelterbelts are starting to look terrible.

Dr. Clark stated she would agree. She stated they have lost a number of trees on their property in Minnesota and they are now having to react in somewhat of an emergency fashion and it has made them aware of the fact that they should do some planning for their trees.

Mr. Darren Anderson was recognized and stated the point that is being overlooked is the wildlife habitat that the overgrown woods are providing. He stated dead trees are perches for birds and overgrown provide cover for wildlife such as deer and fox. He stated that is a huge concern for the FAA.

Received Update and Proposals for Airport Shelterbelt Renovations: (Continued)

Mr. Kilander moved to move forward with the shelterbelt reclamation process and accept the bid to remove all trees but the spruce trees and prepare the sites for replanting.

Second by Dr. Clark.

Mr. Blazek asked if we are having them remove all of the wood chips or if they would be stockpiled.

Mr. Liudahl stated the majority will be removed but some will be left on site to be utilized during the replacement process.

Mr. James Hanson was recognized and stated the Park District did request leaving the shrub row along the soccer field in place for now as a buffer and there was a deduction taken for that.

Chairman Pawluk asked we look at the possibility of planting rows of new trees in an adjacent area and waiting to remove the existing trees until the new trees have grown.

Mr. Liudahl stated that was considered but he does not feel there is enough space and with the drain work that was just done there is even less room.

Mr. Kilander stated part of that concern will be addressed by leaving the spruce trees in place.

Chairman Pawluk called for a vote on the motion.

Clark, Blazek, Kilander, Haugen voted aye.

Pawluk voted no.

The motion was declared carried.

Received Preliminary CY2017 Operations and Maintenance Budget and Preliminary CY2017 Improvement Fund Budget: (Receive notice from City of Fargo to increase annual fee):

Mr. Dobberstein presented and reviewed the preliminary Operations and Maintenance Budget and the preliminary Improvement Fund Budget for calendar year 2017.

Mr. Dobberstein stated the City of Fargo is interested in seeing an increase in the current \$50,000 annual fee the Airport Authority pays the City to participate in accounting and human resources systems. He stated when the Airport Authority was established in 1969 it was decided that the airport would pay an annual fee of \$30,000 to the City of Fargo, which was the annual salary and benefits for a mid-level position in the auditor's office. He stated that amount stayed the same until 1987 when it was increased to \$50,000. He stated the city feels that amount now should be \$97,999. He stated a lot of things have changed since 1969 and 1987 in how we handle the accounting and payroll processes. He stated in the past the process was paper driven so we would have purchase orders and payroll documents that had to be delivered to city hall for processing. He stated all of that has been automated for a number of years and all of the information is entered in the airport office. He stated he would argue that there is a lot less labor intensive things that have to be done by City staff. He stated Kent Costin, Finance Director, prepared a list of services provided to the airport. He stated some of the tasks on the list do not take very long and some might happen only once a year but the list covers services provided. He stated he has engaged the FAA Airports District Office in Bismarck to run this through the FAA's policy compliance. He stated the FAA might want to do a time management study for a month which would involve the city staff to track any time spent on airport issues and annualize it based on that study. He stated the City has tried to increase the fee in the past but they were not able to provide sufficient rationale to the FAA.



Received Preliminary CY2017 Operations and Maintenance Budget and Preliminary CY2017 Improvement Fund Budget: (Receive notice from City of Fargo to increase annual fee): (Continued)

Mr. Kilander stated when he was involved in salary discussions with the mayor this subject was brought up and his response to the mayor was that the airport is willing to pay whatever is justified. He suggested approving the request subject to the FAA's scrutiny, as the airport is more than willing to pay our fair share.

Mr. Blazek moved to approve the requested increase to the City of Fargo general fund in the amount of \$97,999 annually, contingent upon review by the Federal Aviation Administration.

Second by Mr. Kilander.

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

After further review of the proposed budget, Mr. Blazek moved to approve the proposed Operations and Maintenance Budget and Improvement Fund Budget for calendar year 2017.

Second by Mr. Kilander.

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

Certify Mill Levy to the Board of City Commissioners for 2017 Improvements, per Section 2-06-14 of the North Dakota Century Code:

Mr. Kilander moved to certify to the Board of City Commissioners a mill levy amount of \$990,000 not to exceed 2.0 mills, as per Section 2-06-14 of the North Dakota Century Code, for 2017 improvements.

Second by Mr. Blazek.

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

Received Lease Extension Agreements for NDSU, Crop Years 2017-2018:

Mr. Dobberstein stated our other two farm tenants, Tom Beaton and Cass Clay Farms, had recently requested and the board approved two year extensions to their farm leases. He stated that will trigger our NDSU leases to be extended as well.

Mr. Kilander moved to approve the extension of farm lease agreements with NDSU for crop years 2017 and 2018.

Second by Mr. Blazek.

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

Received Notice of Expiration of Special Assessment Deferral - Water Main Improvement District 5130-02:

The communication from the City of Fargo dated July 22, 2016 was received and filed without objection.

Mr. Dobberstein stated we were just advised of a special assessment deferral that expired 10/29/12. He stated this project was the installation of a water main for fire protection along 39 1/2 Avenue North, which is of no benefit to the airport. He reviewed communications from Mark Bittner,

Received Notice of Expiration of Special Assessment Deferral - Water Main Improvement District 5130-02: (Continued)

Director of Engineering - City of Fargo, and Attorney Stewart from 2000-2002 and it was his understanding that the airport provided the easement at no cost and the airport was not going to be assessed but it turns out the assessment was deferred. He stated the amount is \$83,794.58.

Mr. Dobberstein stated the reason this was lost in the system is that the county and the city merged when some annexation took place and some of the parcels were eliminated. He stated we have the option of deferring them again or payment them off. He stated he would recommend paying them at our first opportunity which is October.

Chairman Pawluk stated we can make a plan today to pay off this specials deferral but he suggested that we take a look at this particular deferral and the history behind it so that we can perhaps get clarification and then use that for future easement requests. He directed Attorney Bossart to look into this and report back to the board with her findings.

Mr. Kilander moved to approve payment of deferred specials in the amount of \$83,794.58 for Project #5130.

Second by Dr. Clark.

Chairman Pawluk asked that before payment is made we make certain Attorney Bossart does not find something that would show we should not pay this assessment.

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

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

Authorized Attendance at the AAAE National Airports Conference, October 2-4, 2016, Orlando, FL:

Mr. Kilander moved to authorize attendance by staff and board members to the AAAE National Airports Conference, October 2-4, 2016, Orlando, FL.

Second by Dr. Clark.

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

Authorized Attendance at the NAFTAZ Annual Conference, October 16-19, 2016, Orlando, FL:

Mr. Dobberstein stated his attendance at this conference is a requirement for his continuing education for the operation of our Foreign Trade Zone.

Mr. Kilander moved to authorize attendance by the Executive Director at the NAFTAZ Annual Conference, October 16-19, 2016, Orlando, FL.

Second by Dr. Clark.

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

Received Communication from Widmer Roel Regarding CY2015 Financial Review for Avis, Budget, Payless:

Mr. Dobberstein stated earlier this year the board decided to conduct the tenant financial review on the car rental agencies for CY2015 and selected EideBailly to conduct the review. He stated the leases with the car rental agencies allow for them to select their own accounting firm to

Received Communication from Widmer Roel Regarding CY2015 Financial Review for Avis, Budget, Payless: (Continued)

conduct financial reviews and Mr. Bernie Ness (Avis/Budget/Payless) opted to have Widmer Roel conduct their review. He stated Widmer Roel has conducted the review and provided a report of no discrepancies.

Mr. Kilander moved to receive and file the independent accountant's report on applying agreed-upon procedures for Avis, Budget and Payless from Widmer Roel.

Second by Blazek.

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

Mr. Dobberstein stated EideBailly is working on Hertz and also with National/Alamo/Enterprise. He stated they have done as much as they can on the Hertz review due to the sale by Hansen Lease & Rental to Overland West. He stated they are telling us that they no longer have access to the records. He stated Hansen still owes us in excess of \$20,000 and we continue to send invoices and work with Mr. Hansen's financial representative.

Received Update on Deed Restrictions for Airport Authority Property North of Cass County Road 20:

Mr. Dobberstein stated in anticipation of the City's planned 25th Street improvements, he has been working with Attorney Bossart on deed restrictions for the airport property. He stated he had provided to April Walker, City Engineer, the land development code, the FAA's airspace requirements (FAR Part 77), and the city ordinance that already restricts the development of the property just by federal requirements. He stated those things were not adequate proof for the City and they are requiring deed restrictions. He stated he has engaged the FAA office in Bismarck and Mr. Gary Ness, Mead & Hunt. He stated Mark Bittner, Director of Engineering/City of Fargo, provided us with examples of deed restrictions with language we can use for all of our property north of County 20, as well as the property east of University Drive and north of Riviera Heights. He stated sometime this week he and Attorney Bossart will have a conference call with Mr. Ryk Dunkelberg, Mead & Hunt, who has worked on deed restrictions for other airports. He stated the only use of the land would be agricultural plus any improvements required by the FAA to their equipment located on the property. He stated according to April Walker and Dan Eberhardt the deed restrictions will lower the specials assessed to the airport although we are not certain how much of a reduction.

Mr. Blazek asked if the deed restrictions have to be filed prior to any type of special assessment district being on record.

Attorney Bossart stated it is the intent to get these deed restrictions in place as soon as possible and get them recorded.

Mr. Blazek stated he just wants to make certain that we are ahead of the game.

Adopted Resolution of Appreciation to Gen. Alexander P. Macdonald for His Service on the Municipal Airport Authority:

Mr. Kilander offered the following resolution of appreciation to Gen. Alexander P. Macdonald and moved its adoption:

WHEREAS, Gen. Alexander P. Macdonald recently completed his service on the Municipal Airport Authority, and

WHEREAS, Gen. Macdonald has served on the Municipal Airport Authority for 28 years collectively over the period from 1976 through 2016, and

WHEREAS, Gen. Macdonald has served the Airport Authority with distinction, giving generously of his time and expertise in many areas, specifically in military and aviation issues, with contributions that have been significant to the growth and success of Hector International Airport, and

WHEREAS, Gen. Macdonald's number of years of service as a member of the Municipal Airport Authority now sets the record for most years served by a board member and this record will not likely be broken any time soon.

NOW, THEREFORE BE IT RESOLVED, That the Municipal Airport Authority does hereby thank Gen. Alexander P. Macdonald for his many years of outstanding service and request that he not be a stranger and that he continue his interest in Hector International Airport.

BE IT FURTHER RESOLVED, That this resolution be inscribed up on the permanent minutes of the Municipal Airport Authority and a certified copy of the herein resolution be forwarded to Gen. Alexander P. Macdonald.

Second by Dr. Clark.

All members present voted aye and the resolution was unanimously passed and adopted.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated all of the concrete from the terminal taxiway has been removed and filled with aggregate base. Northern Improvement started paving the Taxiway A portion last week.

Other Business:

Mr. Kilander stated Mr. Blazek has agreed to assist with the subcommittee for the Airport Parking Lot Master Plan. He stated he would like to put some definition on what we are trying to do. A meeting was scheduled for Tuesday, August 2 at 9:00 a.m. in the Airport Boardroom.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, August 9, 2016 at 8:00 a.m.

Time at adjournment was 9:38 a.m.

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Regular Meeting

Tuesday

August 9, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 9, 2016 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Kilander, Haugen, Blazek  
Absent: Pawluk  
Others: Gehrig, Bossart

Vice Chairman Blazek presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held July 26, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority were approved without objection.

Approved the Airport Vouchers Totaling \$36,491.76:

Mr. Kilander moved to approve the airport vouchers totaling \$36,491.76.  
Second by Dr. Clark.  
On the call of the roll, members Clark, Kilander, Haugen, Blazek voted aye.  
Absent and not voting: Pawluk  
The motion was declared carried.

Approved the Individual Voucher to Fargo Electric Construction:

Mr. Kilander moved to approve the individual voucher in the amount of \$70.00 to Fargo Electric Construction for utility locates for the Taxiway A Reconstruction Project, AIP45.  
Second by Gen. Haugen.  
On the call of the roll, members Clark, Kilander, Haugen, Blazek voted aye.  
Absent and not voting: Pawluk  
The motion was declared carried.

Approved the Individual Voucher to Olaf Anderson, Inc.:

Mr. Kilander moved to approve the individual voucher in the amount of \$131,766.78 to Olaf Anderson, Inc. for Partial Payment Request #5 for construction of the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Gen. Haugen.

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

Absent and not voting: Pawluk

The motion was declared carried.

Vice Chairman Blazek welcomed Mayor Mahoney.

Mayor Mahoney was recognized and thanked the members of the Airport Authority for serving the citizens of Fargo. He stated there may have been some communication issues in the past between the Airport Authority and the City Commission and he thinks it would be important to go over the role of the Airport Authority with the other city commissioners and give them a better idea of what goes on at the airport. He stated he would like to see a brown bag meeting in the near future getting members of both together for an informational session. He stated often times communication is the vein of the problem between the two organizations. He stated Gen. Macdonald did a great job on the Authority over the years and if, during the transition to a new member, he did not receive the appropriate show of appreciation he apologizes for that. He stated he sent Gen. Macdonald a letter of thanks for his service.

Mayor Mahoney stated today we will be continuing discussion on the matter of special assessments to the airport. He stated special assessments are always difficult but we just need to work this out to figure out the best way to handle this to serve the citizens of Fargo.

Received Update from Fargo City Engineer, April Walker, Regarding Proposed 25th Street North Project and Proposed Levee:

Ms. April Walker, Fargo City Engineer, was recognized and stated the last time they were before the board to discuss the proposed 25th Street North project and proposed levee, she was asked to go back and identify ways to lower the special assessment to the airport, due to the fact that the property owned by the airport cannot be developed. She distributed plans showing the original assessment amounts in red, which were based on engineer's estimates.

Ms. Walker stated they reviewed information provided to them by the airport's engineer (Mead & Hunt) regarding the internal pipe network constructed by the airport which currently exits through public right of way at 39 1/2 Avenue and ties into the drain. She stated they were asked to look at keeping the airport separate and not tying onto the lift station and those estimated assessments are shown in the blue numbers. She stated that would require an agreement between the Airport Authority and the City of Fargo.

She stated we had previously discussed the levee project which is a separate project. She stated while the airport would not be assessed for the levee project, as it is a flood control project, the alignment of the levee would affect the special assessments for the 25th Street project. She stated the current levee alignment they are proposing today does take into account the request from the FAA to keep their facilities on the dry side of the levee. She stated they assumed that the centerline of the levee was the cutoff. She stated the airport storm water cannot get to the lift station

Received Update from Fargo City Engineer, April Walker, Regarding Proposed 25th Street North Project and Proposed Levee: (Continued)

if it is on the wet side of the levee but the storm water on the dry side of the levee goes through the lift station. She stated for this first estimate, not knowing the exact design of the levee, they assumed a 300-foot swath and it may wind up being closer to 200' so that would lower the specials as well.

Ms. Walker again clarified that the property owners will not be assessed for the levee project as it is part of a flood control project and paid for with sales tax dollars. The special assessment is for storm sewer, sanitary sewer, street lights and paving along 25th Street.

Ms. Walker stated the third set of numbers in green shows what would happen if the all of the airport property is protected by the levee. She stated they are working with Moore Engineering on the design of the levee system and with Houston Engineering on the permitting side so they are running a model for us. She stated we are not sure if they can take all of the airport land out of the flood plain as if that would cause impact to someone else we will not be able to do that.

Mr. Dobberstein stated what Chairman Pawluk had asked is that rather than putting the levee along County 20 could it be put it along 52nd Avenue which was removed as part of the County 31 project. He stated Chairman Pawluk thought it would be less expensive than \$13 million.

Ms. Walker stated they are looking at how far out the alignment could be moved out without impacting someone else.

Mr. Dobberstein stated the airport has always said that we don't mind storing water on the farm land north of County 20. He stated Mr. Pawluk's point was that if the 52nd Avenue alignment for the levee was less expensive than \$13 million the airport would not have a problem with that.

Ms. Walker stated that was good clarification. She asked if the airport was alright with the proposed alignment if a less expensive alignment is not possible.

Mr. Dobberstein indicated that is correct.

Ms. Walker stated along 39 1/2 Avenue North at some point in the future when the city receives an urbanization request they would have to remove the inlets that are in the top of the pipe that goes out to the drain. She stated upon urbanization they would be a source that could flood out the improvements. She stated the roads would be lowered and the ditches would be filled. She stated at that point the airport would struggle to take care of the drainage from the two improved sites as they are shedding to that ditch and going into those inlets.

Gen. Haugen asked if the levee will cause the airport to lose farm acreage for rent.

Ms. Walker stated the airport will be paid for the easement and that calculation will be done by appraisal.

Vice Chairman Blazek asked if the airport has the option of charging rent for the easement rather than selling the easement.

Ms. Walker stated no.

Vice Chairman Blazek asked if the city charges rent for easements at all?

Ms. Walker stated no, the city purchases easements.

Vice Chairman Blazek asked if the city rents out easement access to any of the developments in town?

Received Update from Fargo City Engineer, April Walker, Regarding Proposed 25th Street North Project and Proposed Levee: (Continued)

Ms. Walker stated typically if we paid for it with public dollars they have license agreements and they don't charge for those. She stated if the adjacent property owner agrees to maintain it and wants to enhance it in some way they can license it from the city at no cost as long as they agree to take over maintenance. She stated the city has storm sewer easements and they do not charge anything. She stated they secure the storm sewer easement at the time of platting or shortly after and they do not charge. She stated they are basically part of someone's yard but there are restrictions and you cannot build on them, but they do not charge.

Mr. Dobberstein stated the airport has never charged for utility easements.

Mr. Kilander referred to the blue line going north and south on the BN-16-C project showing the airport property that would be assessed for that project. He asked since the land between 25th street and that blue line can never be developed is there any reason the blue line cannot be moved closer to 25th Street?

Ms. Walker stated they were trying to approximate the centerline of the levee.

Mr. Kilander asked if the levee could be moved closer to the street?

Ms. Walker stated it is going to be less than this. She stated they assumed 100' of right of way on either side of the centerline of 25th Street and they assume a 300' width for the levee but right now they are hearing 180' for the levee.

Mr. Kilander asked if we are assessed specials on the land on which the levy is built?

Ms. Walker stated yes you would be since the airport will still own the land. She stated another option would be to sell the city the land. She stated the city does not have the right to eminent domain to own but they have the right to eminent domain for the needs they have, which is the levee. She stated they could look at the city purchasing the land from the airport.

Mr. Dobberstein stated the property was purchased with federal funds and that process is a nightmare. He stated it could be done but it would take a long time.

Vice Chairman asked if the city maintains the grass on the levee.

Ms. Walker stated the city will mow and weed control once or twice a year and sometimes more. She stated anything more is the property owner's responsibility.

Gen. Haugen stated encroachment is a big deal for an airport. He stated he has been to hundreds of them where encroachment has stopped everything at an airport. He stated he would rather see the levee where it is proposed and keep the farm land flooding to stop future development.

Mr. Kilander stated the property cannot be developed anyway.

Gen. Haugen stated he understands that, but at some time in the future pressure could be there.

Mr. Kilander asked how this levee project fits into the diversion project. He asked once the diversion is built is that all moot?

Ms. Walker stated this is what will be required to provide 500-year level protection for the airport along with the diversion. She stated with the diversion we would see a 35' level through town in a 100-year event, but in a 500-year event with the diversion we see 41' or greater through town.



Received Update from Fargo City Engineer, April Walker, Regarding Proposed 25th Street North Project and Proposed Levee: (Continued)

She stated we are required to over build. She stated this is the plan to obtain 500-year certifiable level of protection for the airport where we don't have to lift a finger on a 500-year event to keep the airport dry. She added that the flood of 2009 showed us how important the airport is during a flood event.

Vice Chairman Blazek stated as they discussed in the meeting yesterday, the Airport Authority's challenge is to present to the FAA the benefit the airport would be receiving from a special assessment project. He stated unfortunately the FAA representatives we rely on for this information are not available this week so there is some delay in getting answers from them. He stated we will continue to keep the communication with the City of Fargo open and thanked those representatives from the city for attending the meeting today.

Mr. Dobberstein stated the Airport Authority is in a unique situation here where the FAA prohibits development on the airport property that the city is proposing to assess for special assessments, even though the airport does not benefit from the improvements, other than the storm sewer improvements.

Vice Chairman Blazek stated the last thing the airport wants is street lighting in line with Alpha Taxiway.

Mr. Dobberstein stated we have the opportunity to file a protest until September 5. He stated hopefully we will have more information from the FAA by our next meeting. He stated if we go ahead and pay these special assessments and the FAA comes back and says we are paying for something that is not benefitting the airport they will consider that revenue diversion and our FAA entitlement funding will be in jeopardy.

Mr. Gehrig asked if the airport has talked to the property owners to the northwest of the airport.

Mr. Dobberstein indicated we have not.

Mr. Gehrig stated it is his understanding that those property owners do not want to be urbanized and they don't want those improvements.

Mr. Dobberstein asked if those property owners have registered protests.

Mr. Dobberstein stated the airport wants to be a good neighbor but in this situation the FAA is holding the cards for us.

Gen. Haugen asked if we have to wait for a decision from the FAA before we file a protest.

Mr. Dobberstein stated if 75% of the affected property owners protest the assessment prior to the bids being awarded, the project would probably be dead.

Attorney Bossart stated there are a lot of layers to this. She stated to protect the issue we need to file the protest. She stated the airport land is probably close to the 75% and if there are other land owners interested in the protest we would reach the 75%. She stated once we file the protest it goes to the Special Assessment Commission to review the protest and make a decision. She stated even if that commission denies the protest and decides to go forward with the project we still have the state statute that indicates that if there is no benefit to the landowner, which there would not be with the sanitary sewer, paving and street lighting, they cannot be assessed. She stated there is also the FAR Part 77 which states the land cannot be developed. She stated it is multi-layered but to secure ourselves procedurally we start with the protest.

Received Update from Fargo City Engineer, April Walker, Regarding Proposed 25th Street North Project and Proposed Levee: (Continued)

Mr. Kilander stated that makes sense to him. He stated for justification what we would say is we must file the protest now as we do not yet have an answer from the federal government.

Mr. Dobberstein stated if we do not file the protest the FAA would look back and say you had the opportunity to protest the assessment and you did not exhaust all efforts. He stated we need to put it on the public record that the Airport Authority does not need these improvements for property that we cannot develop.

Vice Chairman Blazek stated the board could take action today to file the protest.

Gen. Haugen stated having Commissioner Gehrig involved in this conversation he can attest to the fact that the airport is not trying to be difficult and we are not trying to stop communication. He stated the airport is caught between a rock and a hard place between the city and the FAA.

Vice Chairman Blazek stated the airport certainly wants to be a good neighbor and pay for any benefit we receive but there is no benefit here.

Commissioner Gehrig recommended a letter of explanation from the Airport Authority accompany the protest.

Gen. Haugen stated we should also have some dialogue with the neighbors to the north.

Gen. Haugen moved the Airport Authority file a formal protest with the City of Fargo to their proposed project BN-16-C along with a letter of explanation outlining the Airport Authority's obligations to the regulations of the Federal Aviation Administration.

Second by Mr. Kilander.

Mr. Kilander stated he agrees with Commissioner Gehrig that a letter of explanation is important so that the City of Fargo has all of the information as to the airport's responsibility to follow the regulations of the FAA.

Vice Chairman Blazek called for a vote on the motion.

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

Absent and not voting: Pawluk

The motion was declared carried.

Received Update on Airport Property Deed Restriction:

Attorney Bossart stated this relates to the city's 25th Street project. She stated she has been working with Assistant City Attorney Nancy Morris on the deed restrictions for airport property. She stated she is continuing to do some research on the matter as well as getting abstracts together for the deed restrictions.

Mr. Dobberstein stated we will probably be adding a deed restriction to the airport property east of University Drive between County 20 and Riviera Heights. He stated the city is proposing a bike path on our property and the airport's assessment would be \$268,000.

Continued Discussion Regarding Airport Parking Improvement Operations:

Mr. Kilander stated the parking subcommittee consisting of he and Mr. Blazek met for discussion on August 2 with about 12 people in attendance at the meeting. He stated they had a very good discussion and the direction the discussion took was the responsibilities that we have to the travelling public. He stated that is that we need to provide as updated and efficient an operation as we can. He stated right now we are seeing fewer airline seats available on our schedule and also some leakage to other nearby airports. He stated we are in an extremely competitive market and need to do everything we can do make it as convenient as possible for the travelling public. He stated in the warmer months we find the passenger split is 70% business and 30% leisure. He stated during the winter months we see more of a 50/50 split. He stated when we deal with the leisure side of travel the convenience factor becomes greater because of some latitude in timing.

Mr. Kilander stated the committee's recommendation to the board is that the Airport Authority retain the services of a firm that could present us with realistic avenues and direction to construct an elevated walkway. He stated they feel an elevated walkway would provide the greatest amount of protection to the greatest number of people at the lowest possible cost. He stated in looking at a parking ramp the travelling public would use it only during inclement weather and during nice weather it would sit empty as travelers would not be willing to pay the premium rate that would be required. He stated the walkway would be able to accommodate the greatest number of travelers.

Mr. Kilander stated the committee recommends moving forward and develop a request for qualifications from firms to provide plans for an enclosed elevated walkway with direct access to the terminal.

Mr. Kilander moved the Airport Authority develop a request for qualifications for an enclosed elevated walkway that will provide an efficient and economical opportunity to protect the greatest number of customers from inclement weather and have direct access to the terminal.

Second by Dr. Clark.

Mr. Dobberstein stated we will need to follow FAA guidelines for this request for qualifications as federal funds could likely be used for this project. He stated we can limit the size of the proposals to three to five pages. He stated the board could also appoint a subcommittee to review the proposals and submit a recommendation to the board.

Mr. Kilander stated he feels the current subcommittee would be appropriate.

Vice Chairman Blazek called for a vote on the motion.

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

Approved Preliminary Capital Improvement Plan:

Mr. Dobberstein reviewed the proposed preliminary Capital Improvement Plan for 2017, which is an annual requirement of the FAA.

Mr. Kilander moved to approve the preliminary Capital Improvement Plan for 2017.

Second by Dr. Clark.

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

Adopted Resolution of Sympathy for the Family of Garylle B. Stewart:

Dr. Clark offered the following resolution of sympathy to the family of Garylle B. Stewart and moved its adoption:

WHEREAS, It is with deep sorrow that the Municipal Airport Authority has learned of the death of its longtime and very trusted attorney, Garylle B. Stewart, and

WHEREAS, Mr. Stewart worked with the Municipal Airport Authority providing legal counsel dating back to its inception in 1969 and during those years gave generously and unsparingly of his time and expertise in representing the Airport Authority, and

WHEREAS, The absence Mr. Stewart's legal genius as well as his unmatched humor will leave a void that will be felt for years to come.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority does hereby express its heartfelt and deepest sympathy to the family of Garylle B. Stewart but that they take comfort in the legacy left by their father.

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

Second by Mr. Kilander.

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

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated starting next week we will begin the periods of Runway 18/36 closures when Northern Improvement will be working 24 hours straight on the Taxiway A Reconstruction Project. He stated during those closures all airline operations will be on Runway 9/27.

Mr. Klein stated the cargo area improvement project is going well and they continue to be ahead of schedule.

Mr. Dobberstein stated he and Darren Anderson will be meeting with Chief Todd and Sheriff Laney this week to discuss our armed guards and the TSA. He stated we are working with the other airports in the state on getting legislation in the state changed as far as arrest authority for private armed security guards at airports.

Mr. Kilander stated it would be prudent to get two or three legislators involved right away so they are well aware of the issue. He suggested the leadership on the Transportation Committee in both the house and senate.

Mr. Dobberstein stated the Airport Association of North Dakota will be active on the matter.

Other Business:

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated they are having a roundtable discussion on aviation issues at the Fargo Jet Center at 2:30 pm on Wednesday. He stated Senator Hoeven will be present as well representatives of the ND Aeronautics Commission.

Adopted Resolution of Congratulations to the ND Air National Guard 119th Wing "Happy Hooligans", Recipient of the 2015 Air Force Outstanding Unit Award:

Dr. Clark offered the following resolution of congratulations to the ND Air National Guard 119th Wing "Happy Hooligans" and moved its adoption:

WHEREAS, the 119th Wing of the North Dakota Air National Guard "Happy Hooligans" based at Hector International Airport, Fargo, North Dakota, are the recipients of the 2015 Air Force Outstanding Unit Award (AFOUA), and

WHEREAS, this is the second year in a row the unit has received this award and the 18th time they have received this award, which is more often than any other Air National Guard Unit or Air Force Unit, and

WHEREAS, the competition for this award is extremely keen and winners are selected from an outstanding group of nominees, and

WHEREAS, the 119th Wing's dedication and commitment of its members enable the Air National guard to fulfill its commitment to the missions of peacekeeping, humanitarian relief, domestic improvement, and most important of all the defense of America.

NOW, THEREFORE, BE IT RESOLVED, that the Municipal Airport Authority congratulates the 119th Wing on this much deserved recognition and looks forward to continuing its long and successful relationship with the 119th Wing of the North Dakota Air National Guard.

BE IT FURTHER RESOLVED, that this resolution be inscribed upon the permanent records of the proceedings of the Municipal Airport Authority and that a certified copy be sent to the Commander of the 119th Wing, Col. Kent Olson.

Second by Mr. Kilander.

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

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, August 23, 2016 at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 9:07 a.m.

Regular Meeting

Tuesday

August 23, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 23, 2016 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Kilander, Haugen (via phone), Pawluk

Absent: None

Others: Bossart

Chairman Pawluk presiding.

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

The minutes of the Regular Meeting of the Municipal Airport Authority held August 9, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$24,904.99:

Mr. Blazek moved to approve the airport vouchers totaling \$24,904.99.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$2,288.83 to Mead & Hunt for partial payment request for engineering services in connection with the PFC Application #8, APFC08.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$9,852.40 to Mead & Hunt for partial payment request for engineering services in connection with the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$36,105.42 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction Project, AIP45.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$30,304.73 to Mead & Hunt for partial payment request for engineering services in connection with the Terminal Taxiway and Taxiway A3 Reconstruction, AIP47.

Second by Mr. Blazek.

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

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

Received Easement Request from Century Link for the Installation of Fiber Line from 19th Avenue North to the Passenger Terminal:

Mr. Dobberstein stated Century Link has requested a cable easement for the installation of fiber line from 19th Avenue to the Westside Terminal building. He stated Attorney Bossart has reviewed the preliminary easement with them and it appears to be in order. He stated once it is installed we will get a copy of the "as builts" with GPS coordinates and that will be added to the easement documents.

Mr. Kilander moved to approve the easement request from Century Link for installation of fiber line from 19th Avenue North to the terminal building.

Second by Dr. Clark.

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

Received Easement Request from Consolidated Communications for the Installation of Fiber Line to the South General Aviation Area Hangars:

The communications from Mr. Ross Branstner, Consolidated Communications, dated August 2 and August 5, 2016, were received and filed without objection.

Mr. Dobberstein stated Consolidated Communications is requesting an easement for the installation of fiber line in the southeast general aviation area from an existing pedestal to the hangar buildings owned by the Airport Authority (#3 and #4) and leased to Fargo Jet Center. He stated we have not yet seen the easement document but the board can approve this request subject to legal review of the document by Attorney Bossart.

Mr. Blazek moved to approve the easement request from Consolidated Communications for the installation of fiber line in the south general aviation area as proposed, subject to review and approval by Attorney Bossart.

Second by Mr. Kilander.

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

Received Report from EideBailly Regarding 2015 Car Rental Agency Financial Review:

The report from EideBailly regarding 2015 car rental agency financial review was received and filed without objection.

Mr. Dobberstein stated the Airport Authority engaged the services of EideBailly to conduct a financial review of the car rental agencies for calendar year 2015. He stated as provided in their lease, Avis/Budget/Payless opted to use a different accounting firm, Widmer Roel, and that report was received by the board at our meeting of July 26.

Mr. Dobberstein stated EideBailly conducted the reviews for Enterprise/National/Alamo and Hertz. He stated the report makes no mention of Enterprise/National/Alamo, which means that everything was in order for the two months they tested (March and September 2015).

Mr. Dobberstein stated the report states that they were unable to obtain a detail of total gross revenue for 2015 for Hertz (Hansen Lease and Rental) that was required to recalculate the rental payments due for the year ending December 31, 2015. He stated the data from Hertz was not available due to the financial situation of Hansen Lease and Rental. He stated they do note that based on the information provided to them that for the months of March and September Hansen actually overpaid the airport. Mr. Dobberstein stated we continue to work with Mr. Hansen's financial representative to try to collect the remaining amounts due for February and the first half of March. He added that unfortunately we had no knowledge of the financial situation of Hansen Lease and Rental until after the lease assignment to Overland West was complete.



Received Communication from Meadowlark Logistics to Extend their Eastside Terminal for Three Years:

The communication from Mr. David Lawson, Meadowlark Logistics, dated August 17, 2016, was received and filed without objection.

Mr. Dobberstein stated Meadowlark Logistics is a current tenant in the Eastside Terminal and is requesting a three-year extension of his lease effective October 1, 2016.

Mr. Blazek moved to approve the three-year lease extension to Meadowlark Logistics for their space in the Eastside Terminal.

Second by Dr. Clark.

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

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

Received Communication from Joel Jorgenson Regarding North General Aviation Area Hangar Ground Lease:

The communication from Joel Jorgenson dated August 19, 2016, was received and filed without objection.

Mr. Dobberstein stated it has been a while since we have heard from Mr. Jorgenson on his proposed hangar but he wanted to let us know that they are moving ahead with their intentions to build a four plex hangar in the north general aviation area.

Received Communication from Mr. Bernie Ness Regarding South General Aviation Area Hangar Ground Lease Amendment:

The communication dated August 22, 2016 from Mr. Bernie Ness was received and filed without objection.

Mr. Dobberstein stated Mr. Ness has removed the igloo building and he is requesting his lease be amended to remove that portion of land from his lease leaving 5,790 square feet.

Chairman Pawluk directed Mr. Dobberstein to work with Attorney Bossart on an amendment to the lease as requested and to bring it before the board for approval at the next meeting.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, gave an update on the Taxiway A Reconstruction Project and reviewed the procedures and progress during the scheduled runway closures. He stated Northern Improvement's performance on this project has shown their commitment to successful completion of this project. He stated the project is going very well.

Other Business:

Mr. Dobberstein stated there will be a request forthcoming from MDC Fargo to lease an additional 15,600 square feet (60' x 260') for additional ground service equipment parking for Federal Express. He stated we have not yet received a formal request but MDC may need to have our answer prior to our next meeting.

Mr. Dobberstein stated part of our current project in the cargo area is a portion of concrete pavement for static parking and FedEx is looking to expand that another 60'. He stated FedEx will be paying for this additional pavement and they are proposing asphalt but he is trying to convince them that concrete is the best option.

Mr. Kilander moved to give preliminary approval to the lease amendment for an additional 15,600 square feet as requested by MDC Fargo, LLC, pending their formal request and subject to review by legal counsel and authorizing the Executive Director to move forward with the process.

Second by Mr. Blazek.

Mr. Dobberstein stated he thought we might look into the difference in cost between asphalt and concrete and the Airport Authority propose to pay the difference in order to extend the life of the pavement.

Chairman Pawluk called for a vote on the motion.

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

Mr. Dobberstein updated the board on the TSA Law Enforcement Officer Reimbursement Program.

Mr. Dobberstein stated the FAA completed their review of our draft request for qualifications from architectural firms for the parking elevated enclosed walkway. He stated the RFQ will run for three weeks beginning the first Monday after Labor Day.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, September 13, 2016, at 8:00 a.m.

The time at adjournment was 8:56 a.m.

Regular Meeting

Tuesday

September 13, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota was held Tuesday, September 13, 2016 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Kilander, Haugen (via phone), Pawluk  
Absent: None  
Others: Bossart

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 23, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held August 23, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$53,505.20:

Mr. Blazek moved to approve the airport vouchers totaling \$53,505.20.  
Second by Dr. Clark.  
On the call of the roll members Clark, Blazek, Kilander, Haugen, Pawluk voted aye.  
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Kilander moved to approve the individual voucher in the amount of \$6,262.35 to Flint Communications for partial payment request for 2016 Airport Marketing Program.  
Second by Mr. Blazek.  
On the call of the roll, members Clark, Blazek, Kilander, Haugen, Pawluk voted aye.  
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Kilander moved to approve the individual voucher in the amount of \$2,003,878.10 to Northern Improvement Company for Partial Payment Request #5 for construction of the Taxiway A Reconstruction Project, AIP45.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Northern Improvement Company:

Mr. Kilander moved to approve the individual voucher in the amount of \$2,196,102.81 to Northern Improvement Company for Partial Payment Request #2 for construction of the Terminal Taxiway and Taxiway A Reconstruction Project, AIP46.

Second by Mr. Blazek.

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

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

Received Change Order #2 from Northern Improvement Company for an Increase of \$5,355.00 to the Terminal Taxiway and Taxiway A-3 Project, AIP46:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Change Order #2 to Northern Improvement for an increase of \$5,355.00 to the Terminal Taxiway and Taxiway A-3 Project, AIP46, relates to spalls that existed in the concrete which was adjacent to the concrete being removed, but the spalls had not broken free. In the process of removing the concrete, the spalls became dislodged and needed to be repaired. Northern Improvement has proposed to complete approximately 21 sf of partial depth/spall repairs at \$255.00 per sf with a material called Delpatch Elastomeric Concrete. He stated we have used this material on the airfield before and it performs phenomenally. He stated he did refer to some previous bid tabulations for this type of repair and the price is fair. He added that this is a maintenance item and the FAA may provide funding.

Mr. Kilander moved to approve Change Order #2 to Northern Improvement for an increase of \$5,355.00 to the Terminal Taxiway and Taxiway A-3 Project, AIP46.

Second by Dr. Clark.

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

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

Receive Communication from Joel Jorgenson, SALAD Days Aviation LLC, Requesting North General Aviation Area Hangar Ground Lease Term:

The communication from Mr. Joel Jorgenson, SALAD Days Aviation LLC, dated August 26, 2016, was received and filed without objection.

Mr. Dobberstein stated Mr. Jorgenson has been providing us with progress updates since his first request to build a hangar in the north general aviation area some months ago. He stated this request is for a 30-year lease for the construction of a 100' x 140' hangar. He stated Mr. Jorgenson

Received Communication from Joel Jorgenson, SALAD Days Aviation LLC, Requesting North General Aviation Area Hangar Ground Lease Term: (Continued)

is working with Mead & Hunt on an airspace study and the effective date of the lease would be the first day of the month the building permit is issued.

Mr. Kilander moved to approve a 30-year lease for SALAD Days Aviation LLC for a hangar in the north general aviation area, subject to determination of the start date of the lease based on issuance of building permit.

Second by Dr. Clark.

Mr. Dobberstein stated the color of the hangar is going to be the same as the other hangars in the north general aviation area.

Chairman Pawluk asked for a vote on the motion.

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

Chairman Pawluk stated the board has discussed the matter of hangar color in the past and he would still like for the board to determine one color for all hangars constructed.

Received Communication from FM CVB Regarding Information Center Operation:

The communication from Mr. Charley Johnson, President & CEO of the Fargo-Moorhead Convention and Visitors Bureau dated September 6, 2016, was received and filed without objection.

Chairman Pawluk welcomed Mr. Charley Johnson and asked Mr. Dobberstein to give some background on the Information Center.

Mr. Dobberstein stated shortly after the terminal building opened in 1986 the Chamber proposed the idea of an Information Center at the airport and they initiated the center and staffed it with volunteers for many years to answer phone calls and assist passengers. He stated at some point Cole Carley and the FM CVB took over the operation of the center and just recently started paying people to staff the center. He stated the CVB's request is that the Airport Authority defray half of the cost (\$6,000), which has been \$12,000 per year.

Mr. Johnson stated he started with the CVB just four years ago and one of his staff members, who is no longer with the CVB, handled the operations dealing with the Information Center so he stated he has not had a lot to do with the center. He stated it was brought to his attention that they were having a hard time finding volunteers to staff the center so that is when they decided to offer it as a paid position.

Mr. Johnson stated the CVB's primary concern is the arriving visitors to Fargo-Moorhead but right now the Information Center at the airport seems to be dealing less with the visitors arriving to Fargo and more with travel assistance issues. He stated he doesn't have a problem with that but he would like some help from the airport with the funding.

Mr. Kilander stated if the Airport Information Center is an important asset to the airport he does not see any reason we could not fund a portion of the operating costs. He asked Mr. Dobberstein if he feels the Information Center is a valuable asset.

Mr. Dobberstein stated when the center is staffed it does take quite a few calls away from our office as well as people looking for information who might otherwise be directed to our office.

Chairman Pawluk asked Mr. Johnson what he would do to change it to make it closer to the mission of the CVB.

Received Communication from FM CVB Regarding Information Center Operation: (Continued)

Mr. Johnson stated he would like to see the center moved closer to the baggage claim area as that is where the arriving passengers gather but he understands there are space restraints in the terminal. He stated they would also try to staff it better. He stated he found out the phone number for the Information Center is the only number shown on the home page of the airport website.

After further discussion, Mr. Kilander moved to approve the request from the F-M CVB to fund 0\$6,000.00 for the operation of the Airport Information Center for calendar year 2017.

Second by Mr. Blazek.

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

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

Received Lease Amendment for Bernie Ness South General Aviation Area Hangar:

Mr. Dobberstein stated at the last meeting the board received a request from Mr. Bernie Ness to amend his hangar ground lease to eliminate the square footage on which the igloo building, which was removed, was located. He stated an amendment has been prepared updating the lease.

Mr. Kilander moved to approve the lease amendment for the NW Leasing, LLP hangar land lease amending the square footage.

Second by Dr. Clark.

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

Authorized Attendance at the International Council of Airshows, December 5-8, 2016, Las Vegas, NV:

Mr. Kilander moved to authorize attendance at the International Council of Airshows, December 5-8, 2016, Las Vegas, NV.

Second by Dr. Clark.

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

Mr. Dobberstein stated he and Mr. Blazek will be attending. He added that Gen. Haugen will also be attending but on behalf of the Fargo Airsho Committee.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and gave an update on the Taxiway A, A-3 and Terminal Taxiway Projects. He stated all of the work requiring the closure of Runway 18/36 is complete. He stated the cargo area improvement project is also progressing.

Mr. Mark Breukink, Mead & Hunt, was recognized and stated following the Airport Authority meeting we will be having a meeting with the Airport Master Plan Advisory Committee and from 11:30 am - 1:00 pm a public open house in the Boardroom for the Airport Master Plan.

Mr. Darren Anderson was recognized and stated the TSA will be installing new screening machines at the checkpoint next week.

Other Business:

Mr. Dobberstein stated Mr. Hausauer, City of Fargo Wastewater Plant, brought a matter to our attention just yesterday. He stated when the county rerouted County Road 31 around the Stockman Addition they discovered that the two pipelines that run to and from the Casselton ethanol plant are now only two feet underground. He stated they are requesting an easement that follows the road to relocate that short section of pipeline. He stated the project has to be done by October 1 as there is only a seven-day window when the line is shut down between the wastewater plant and the ethanol plant. He stated the other pipeline will be abandoned.

Mr. Kilander moved Mr. Dobberstein be authorized to work with Attorney Bossart at the City of Fargo Wastewater Plant to negotiate an easement for the relocation of the portion of pipeline as requested.

Second by Mr. Blazek.

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

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, September 27, 2016 at 8:00 a.m. in the Airport Boardroom. (9/27/16 meeting was cancelled and next meeting would be October 11, 2016)

Time at adjournment was 8:40 a.m.

Regular Meeting

Tuesday

October 11, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 11, 2016 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Haugen, Pawluk

Absent: Kilander

Others: Bossart, Gehrig

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held September 13, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held September 13, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$47,290.95:

Mr. Blazek moved to approve the airport vouchers totaling \$47,290.95.

Second by Dr. Clark.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Forum Communications:

Dr. Clark moved to approve the individual voucher in the amount of \$71.28 to Forum Communications for advertisement (legal notice) for the Airport Master Plan Update Open House, AIP42.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.



Approved the Individual Voucher to Olaf Anderson:

Dr. Clark moved to approve the individual voucher in the amount of \$329,951.79 to Olaf Anderson Inc. for Partial Payment Request #6 for construction of the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$11,604.47 to Mead & Hunt for partial payment request for engineering services in connection with the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$55,480.03 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction Project, AIP45.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$39,719.58 to Mead & 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 Clark, Blazek, Haugen, Pawluk voted aye.

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$86,610.62 to Mead & Hunt for partial payment request for engineering services in connection with the Terminal Taxiway and Taxiway A Reconstruction Project, AIP46.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Dr. Clark moved to approve the individual voucher in the amount of \$2,250.00 for payment request for quarterly airline report.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Dr. Clark moved to approve the individual voucher in the amount of \$10,000.00 to Sixel Consulting Group for the True Market Study.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Swanston Equipment:

Dr. Clark moved to approve the individual voucher in the amount of \$22,560.20 to Swanston Equipment for payment request (full and final) for runway markings.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$4,991.25 to Mead & 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 Clark, Blazek, Haugen, Pawluk voted aye.

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Dr. Clark moved to approve the individual voucher in the amount of \$1,917,532.47 to Northern Improvement Company for Partial Payment Request #6 for construction of the Taxiway A Reconstruction Project, AIP45.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Dr. Clark moved to approve the individual voucher in the amount of \$1,572,184.41 to Northern Improvement Company for Partial Payment Request #3 for the construction of the Terminal taxiway and Taxiway A Reconstruction Project, AIP46.

Second by Mr. Blazek.

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

Absent and not voting: Kilander

The motion was declared carried.

Received Update Regarding Deed Restrictions for Airport Property:

Mr. Dobberstein stated Attorney Stacey Bossart has been working on the deed restrictions for airport property and we have a second draft before us. He stated Attorney Bossart has incorporated language we received from the FAA, City Engineering, and Mr. Ryk Dunkelberg, Mead & Hunt.

Attorney Bossart stated the deed restriction examples she received from the City of Fargo really did not apply as the purpose for those deed restrictions were completely different from the airport situation. She stated the deed restriction is redundant as the FAA regulations already restrict development of the property. She stated she will probably work with Mr. Dunkelberg to help identify the parcels and then the deed restriction will be recorded for each parcel involved.

Mr. Dobberstein explained that the City of Fargo is requesting these deed restrictions even though the property is restricted by the FAA's FAR Part 77. He stated once the deed restrictions are in place the specials assessed to the property, which do not benefit the airport, will be deferred by the City of Fargo until such time the airport would need or benefit from those special assessments.

Received Update Regarding Deed Restrictions for Airport Property: (Continued)

He stated the 1982 Congressional Act requires any impact fees (assessments) have to have an immediate benefit for any property purchased with federal funds. He stated the City of Fargo and the FAA are debating the issue of benefit to the airport.

Attorney Bossart stated she used the most restrictive language possible because there is no immediate benefit.

Mr. Dobberstein stated we received a notice from the City of Fargo yesterday that we owe \$83,794.58 in special assessments from a water main project north of County 20 from 2001-2002. He stated Attorney Stewart worked with City Engineer Mark Bittner on deferring those specials since they did not benefit the airport. He stated this special assessment was lost in a transition of property between the county and the city. He stated we have an opportunity to pay this assessment without interest between October 12 and 21, or we can appeal and request another deferral. He stated the FAA will not allow us to pay these specials as they do not benefit the airport and doing so would be a violation of the FAA's policy regarding revenue diversion and our federal funding would be in jeopardy. He stated the FAA's policy is very clear.

Mr. Dobberstein stated Attorney Bossart will draft a letter to the City of Fargo requesting a deferral of these special assessments.

Mr. Blazek moved to adopt the proposed deed restrictions pending verification of legal descriptions.

Second by Dr. Clark.

Mr. Gehrig stated last night the City Commission awarded the project which involved the \$700,000+ assessment to the airport. He stated Mayor Mahoney told the commissioners that the Airport Authority would be able to pay these special assessments as the airport has paid other special assessments in the past.

Mr. Dobberstein stated the Airport Authority has paid special assessments in the past and today we are going to talk about the \$609,000 special assessment due for the recent 19th Avenue North project. He stated we will pay that assessment because the property adjacent to the improvement can be developed and the airport benefits from the improvement. He stated the two scenarios are totally different.

Mr. Gehrig stated the mayor indicated that the airport has funds other than federal funds that can be used to pay special assessments.

Mr. Dobberstein asked which funds are those?

Attorney Bossart stated in her discussion with Assistant City Attorney Nancy Morris the possibility of using mill levy funds was proposed.

Mr. Dobberstein stated the FAA also considers mill levy funds airport revenue which must be designated for airport construction. Any other use would be revenue diversion.

Mr. Gehrig stated he and Commissioner Strand opposed the motion because of their understanding that the FAA would not allow the airport to use airport funds to pay this special assessment that does not benefit the airport. Mr. Gehrig stated he would like for the City of Fargo and the Airport Authority to work out a resolution to this issue. He stated there must be something that still needs to be explained regarding the FAA's regulations.

Received Update Regarding Deed Restrictions for Airport Property: (Continued)

Mr. Dobberstein stated the Airport Authority is between a rock and a hard place as we have to follow the FAA regulations.

Chairman Pawluk stated we need to make clear how much FAA funding is in jeopardy if we violate their regulations.

Mr. Dobberstein stated our federal entitlement funds are at least \$3 million per year and that does not include any discretionary funding we may receive.

Chairman Pawluk called for a vote on the motion to approve the deed restriction.

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

Received Communication from CenturyLink Regarding Proposed Easement for Cargo Area:

The draft Cable Easement from CenturyLink was received and filed without objection.

Mr. Dobberstein stated this request for a cable easement is kind of on the fast track for the FedEx facility. He stated this easement will allow them to extend fiber from the County 20 area down through 31st Street to their facilities. He stated CenturyLink will provide us with GPS coordinates when the project is complete.

Mr. Blazek moved to approve the proposed Cable Easement with CenturyLink.

Second by Gen. Haugen.

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

Airport Construction and Security Update:

Mr. Darren Anderson was recognized and stated the TSA has installed their new x-ray machines at the checkpoint. He stated last week the TSA had an enrollment site in the terminal for passengers to sign up for TSA Pre-check. He stated they enrolled approximately 400 people. He stated we had our FAA certification inspection two weeks ago and we passed with no discrepancies.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated today is the goal to open the Terminal Taxiway and the north end of Taxiway A. He stated tomorrow will be the last concrete pave for the entire project so Northern Improvement is on track to have everything done by the end of October.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, October 25, 2016.

Time at adjournment was 8:53 a.m.

Regular Meeting

Tuesday

October 25, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 25, 2016 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Kilander, Haugen, Pawluk

Absent: None

Others: None

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 11, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held October 11, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$45,748.92:

Mr. Blazek moved to approve the airport vouchers totaling \$45,748.92.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Flint Communications:

Mr. Blazek moved to approve the individual voucher in the amount of \$28,605.66 to Flint Communications for partial payment request for 2016 Airport Marketing Program.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Dakota Fence:

Mr. Blazek moved to approve the individual voucher in the amount of \$5,918.00 to Dakota Fence for payment request for fencing improvements - cargo area project.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to InterVISTAS:

Mr. Blazek moved to approve the individual voucher in the amount of \$5,000.00 to InterVISTAS for annual membership - Regional Air Service Alliance.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Forum Communications:

Mr. Blazek moved to approve the individual voucher in the amount of \$162.00 to Forum Communications for legal advertisement for Request for Qualifications from architects for the enclosed elevated walkway.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Olaf Anderson Inc.:

Mr. Blazek moved to approve the individual voucher in the amount of \$442,787.01 to Olaf Anderson Inc. for Partial Payment Request #7 for construction of the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Mead & Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$33,378.40 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction Project, AIP45.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Mead & Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$12,371.62 to Mead & Hunt for partial payment request for engineering services in connection with the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Mead & Hunt

Mr. Blazek moved to approve the individual voucher in the amount of \$18,178.81 to Mead & Hunt for partial payment request for engineering services in connection with the Terminal Taxiway and Taxiway A Reconstruction Project, AIP46.

Second by Dr. Clark.

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

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

Received Architectural Service Proposals Associated with the Proposed Elevated Walkway:

Architectural services proposals from Foss Architecture & Interiors, JLG Architects, ICON Architectural Group, and TL Stroh Architects were received and filed without objection.

Chairman Pawluk asked the board members how they would like to proceed.

Mr. Kilander stated he has had a chance to review the four proposals and all four firms are qualified and should be considered for this project.

Chairman Pawluk stated he would like all of the board members to review the four proposals and give their input.

Mr. Dobberstein stated this project is eligible for federal funding so we must follow the FAA Advisory Circular in the selection process which involves a scoring sheet. He stated he agrees with Mr. Kilander that all four firms are qualified but some do stand out with the teams they have put together.

Mr. Kilander stated he and Mr. Blazek were appointed to the parking lot subcommittee and he would recommend that they conduct the reviewing and scoring process. He stated he would also like to include another individual who would have an interest in the airport and the terminal but someone without a direct interest in the parking lot.

Chairman Pawluk asked that all of the board members be provided with the scoring sheet so everyone can do their own review and the other members always have the opportunity to not accept the recommendation of the subcommittee.

Mr. Dobberstein stated once the board has selected a firm, that firm will have to provide a fee proposal which would be subject to an independent fee review, which could take up to a month.



Authorized Attendance at the FAA Great Lakes Chapter Operations & Maintenance Conference, October 24-26, 2016, Chicago, IL:

Mr. Kilander moved to authorize attendance at the FAA Great Lakes Chapter Operations & Maintenance Conference, October 24-26, 2016, Chicago, IL.

Second by Mr. Blazek.

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

Authorized Attendance at the ND Airport Association Conference, November 2-3, 2016, Bismarck, ND:

Dr. Clark moved to authorize attendance at the ND Airport Association Conference, November 2-3, 2016, Bismarck, ND.

Second by Mr. Blazek.

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

Received Communication from Mr. Rick Berg dba Bravo Sierra Aero LLC Regarding South General Aviation Area Hangar Ownership Change:

The communication dated September 13, 2016 from Mr. Rick Berg, Bravo Sierra Aero, LLC, was received and filed without objection.

Mr. Dobberstein stated the primary purpose of this agenda item is to put on the public record the fact that Mr. Berg is 50% owner of the hangar at 1705 19th Avenue North, along with Mr. David Sahl (Fargo Aircraft Maintenance).

Mr. Rick Berg was recognized and stated he and Mr. Sahl are 50/50 owners in the hangar and are working with Mead & Hunt on possibly expanding and remodeling the hangar to meet the needs on the south ramp. He stated the hangar is in a very visible area of the airport and they would like to improve the appearance. He stated right now the hangar serves as the Fargo Aircraft Maintenance shop and also aircraft storage. He stated they are looking at expanding the hangar and when that is complete 80% of the space will continue as it is now being an aircraft maintenance shop and aircraft storage. He stated he would like to see the other 20% used for something else such as a flight school but they don't have anything definite at this point.

Chairman Pawluk stated he just wants there to be the understanding that the site of the hangar is meant for aviation activities only.

Mr. Berg stated in his working with Mead & Hunt, they indicated the hangar could be expanded to the south. He stated the other buildings along that line are at least 30' further south than their hangar.

Mr. Kilander moved to approve the requested change of ownership of the hangar at 1705 19th Avenue North to Bravo Sierra Aero, LLC.

Second by Mr. Blazek.

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

Received Communication from Mr. Rick Berg dba Bravo Sierra Aero LLC Regarding South General Aviation Area Hangar Ownership Change: (Continued)

Mr. Berg stated if any of the board members are aware of any other aviation related business that would be a good fit for this facility please let him know.

Mr. Kilander asked if we should have something on the record that the Airport Authority has no objection to the expansion of the hangar so Sierra Bravo has some idea that they can move ahead with making plans.

Mr. Dobberstein stated there are deed restrictions on that area of the airport that the land can be leased for aeronautical purposes only. He stated he and Mr. Berg have discussed some potential tenants who may be looking for hangar space.

Mr. Berg stated it is clear to him that it must be an aviation related use. He stated he would like a copy of the deed restrictions on the property. He stated their plan is to enhance the airport with an economically viable property.

Airport Construction and Security Update:

Mr. Jordan Dahl was recognized stated we are on track for opening Taxiway A tomorrow. He stated the TSA just completed their comprehensive security inspection.

Mr. Dobberstein stated the first FedEx airplanes arrive on Saturday morning and operations start on Sunday.

Mr. Blazek stated he wants the Airport Authority to do something to welcome FedEx and celebrate their presence in Fargo. He stated Mr. Dobberstein has been working on this for 24 years and he feels strongly that we need to recognize this and its significance to both the airport and to Fargo.

Mr. Dobberstein stated he has engaged Mr. Craig Whitney with the Chamber and hopefully we will be able to work with the FedEx public relations people to see something in the near future.

Chairman Pawluk recognized Mr. Tim Johnson, manager of the FAA Air Traffic Control Tower, who has announced his retirement in November. Chairman Pawluk thanked Mr. Johnson for his regular attendance at our meetings and the continued good relationship between the MAA and the FAA Tower.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, November 8, 2016.

Time at adjournment was 8:33 a.m.

Regular Meeting

Tuesday

November 8, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 8, 2016, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Kilander, Pawluk

Absent: Blazek, Haugen

Others: Bossart, Gehrig

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 25, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held October 25, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$45,643.45:

Mr. Kilander moved to approve the airport vouchers totaling \$45,643.45.

Second by Dr. Clark.

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

Absent and not voting: Blazek, Haugen

The motion was declared carried.

Approved the Individual Voucher to Hanson Design Associates:

Dr. Clark moved to approve the individual voucher in the amount of \$525.00 to Hanson Design Associates for partial payment request for landscape architecture services in connection with the Airport Shelterbelt Restoration Project.

Second by Mr. Kilander.

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

Absent and not voting: Blazek, Haugen

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$11,484.90 to Mead & Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, AIP42.

Second by Mr. Kilander.

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

Absent and not voting: Blazek, Haugen

The motion was declared carried.

Received Communication from Mr. Jim Shaw Regarding Eastside Terminal Lease:

The communication dated November 1, 2016, from Mr. Jim Shawn, Shaw Investments, was received and filed without objection.

Mr. Dobberstein stated Mr. Shaw is requesting to terminate his lease in the Eastside Terminal effective at the end of his lease term which is January 31, 2017.

Received Recommendation to Retain TL Stroh Architects for Proposed Walkway Project:

Mr. Kilander stated the Parking Lot Subcommittee (Kilander, Blazek) met on October 28 to review the qualifications of the four firms (Foss Architecture & Interiors, JLG Architects, ICON Architectural Group, and TL Stroh Architects) submitting proposals for architectural services for the proposed elevated walkway. He stated Mr. Dobberstein, Mr. Darren Anderson and Mr. Bernie Ness also participated in the review process. He stated we followed the FAA guidelines in the scoring process. He stated after an extensive discussion and review it was the unanimous decision to recommend to the Airport Authority that we retain TL Stroh Architects.

Chairman Pawluk asked Dr. Clark if she was involved in the interview process.

Dr. Clark stated she was not but after her review of the proposals she would concur with the recommendation of the committee.

Mr. Kilander moved the Airport Authority retain the services of TL Stroh Architects for the Elevated Walkway Project.

Second by Dr. Clark.

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

Chairman Pawluk thanked Mr. Kilander and Mr. Blazek for their time and effort spent on the Parking Lot Subcommittee.

Received Update from Bravo Sierra Aero, LLC, Regarding Proposed South General Aviation Area Hangar Improvements:

Mr. Rick Berg, Bravo Sierra Aero LLC, was recognized and distributed a preliminary plan for expansion and improvements of the hangar in the south general aviation area. He stated he is working with Mr. Jeff Klein, Mead & Hunt, on how large the expansion can be without encroaching on the space required for the taxilane and the fuel farm operations.

Received Update from Bravo Sierra Aero, LLC, Regarding Proposed South General Aviation Area Hangar Improvements: (Continued)

Mr. Kilander stated he has no objection to what he sees, subject to the project meeting all of the necessary FAA criteria.

Mr. Berg stated following the last meeting he did get a copy of the deed restrictions placed on the land donated by the Hector family. He stated those covenants are clear that the land must have an aviation related use. He stated an ideal tenant for some of the facility would be one that is aviation related and one that would benefit to the close proximity to 19th Avenue. He stated he does not have a specific tenant in mind at this time.

Chairman Pawluk stated he likes the idea of expanding this existing facility because there is really no room for any additional hangars in the south general aviation area. He stated he does not have any objection to what he has seen so far and encouraged Mr. Berg to move forward with the planning process for future final approval by the Airport Authority.

Mr. Berg stated his goal and mission is to give a positive impression of the airport in that highly visible area.

Chairman Pawluk stated the challenges he sees is making certain the function of the fueling operation is not affected.

The proposed layout from Mr. Berg was received and filed without objection.

Mr. Kilander stated he would like the record to show that the board is encouraging Mr. Berg to move forward.

Chairman Pawluk stated that seems to be the consensus of the board that we support the proposed ideas and encouraged Mr. Berg to move on to the next step.

Mr. Dobberstein stated there were fuel tanks in that area that were removed so there may be some soil contamination that would need to be addressed. He stated the tanks were registered at the time and removal of any contaminated soil would be covered under the ND Petroleum Tank Release Fund.

Received Communication from Corporate Air Regarding Cargo Support Facility:

The communication dated November 4, 2016, from Mr. Dale Nelson, VP of Administration, Corporate Air, was received and filed without objection.

Mr. Dobberstein stated Corporate Air is the FedEx feeder that has the Cessna Caravan aircraft here for their operations. He stated they have selected Midwest Development Construction (Mr. Jerry Dean) to build the facility they need to accommodate their aircraft. He stated the preliminary lease area which has been approved by FedEx is 315' x 380', which would take up the rest of the space adjacent to the cargo ramp. He stated this facility will be for aircraft storage and maintenance. He stated he expects a draft lease agreement this week for that space and he will review that with Attorney Bossart. He stated they will want to get a lease in place.

Airport Construction and Security Update:

Mr. Darren Anderson as recognized and stated the Delta ticket counter and kiosk project is underway and should be completed soon.

There was nothing to report on security issues.

Other Business:

Mr. Kilander moved to designate the first meeting in January as the Annual Meeting, January 10, 2017.

Second by Dr. Clark.

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

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, December 13, 2016 at 8:00 a.m.

Time at adjournment was 8:43 a.m.

Regular Meeting

Tuesday

December 13, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, December 13, 2016, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Kilander, Haugen, Pawluk

Absent: None

Others: Bossart

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 8, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held November 8, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$73,314.53:

Mr. Kilander moved to approve the airport vouchers totaling \$73,314.53.

Second by Dr. Clark.

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

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

Approved the Individual Voucher to Flint Communications:

Mr. Kilander moved to approve the individual voucher in the amount of \$55,866.24 to Flint Communications for partial payment request for the 2016 Airport Marketing Program.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Cougar Tree Care:

Mr. Kilander moved to approve the individual voucher in the amount of \$129,500.00 to Cougar Tree Care for the Airport Shelterbelt Restoration Project (removal of existing trees).

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Northern Improvement Company:

Mr. Kilander moved to approve the individual voucher in the amount of \$677,476.17 to Northern Improvement Company for Partial Payment Request #7 for construction of Taxiway A Reconstruction, Project AIP46.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Northern Improvement Company:

Mr. Kilander moved to approve the individual voucher in the amount of \$608,608.27 to Northern Improvement Company for Partial Payment Request #4 for construction of Terminal Taxiway and Taxiway A Reconstruction, Project AIP46.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$11,484.90 to Mead & Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, AIP42.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$53,159.44 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction Project, AIP46.

Second by Gen. Haugen.

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

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



Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$27,584.15 to Mead & Hunt for partial payment request for engineering services in connection with the Terminal Taxiway and Taxiway A Reconstruction, Project AIP46.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$12,971.79 to Mead & Hunt for partial payment request for engineering services in connection with the Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Olaf Anderson Construction:

Mr. Kilander moved to approve the individual voucher in the amount of \$104,089.93 to Olaf Anderson Construction for Partial Payment Request #8 for construction of Access Road, Apron Lighting and Sanitary Sewer Improvements.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Kilander moved to approve the individual voucher in the amount of \$2,250.00 to Sixel Consulting Group for the quarterly installment (2nd quarter 2016) for the Annual Data Subscription.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Cass County Treasurer:

Mr. Kilander moved to approve the individual voucher in the amount of \$64,244.58 to the Cass County Treasurer for 2016 drain taxes and special assessments.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Honeywell:

Mr. Kilander moved to approve the individual voucher in the amount of \$1,670.00 to Honeywell for modifications to security access panels at security gates - cargo area, Access Road, Apron Lighting and Sanitary Sewer Improvements Project.

Second by Gen. Haugen.

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

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

Received Change Order #4 from Olaf Anderson Construction for an Increase of \$1,912.00 to the Access Road, Apron Lighting and Sanitary Sewer Improvements Project:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Change Order #4 for an increase of \$1,912.00 is for the installation of additional barbed wire at the top of the fence by the overhead gate as a result of some modifications requested by Federal Express mid-project.

Mr. Blazek moved to approve Change Order #4 to Olaf Anderson Construction for an increase of \$1,912.00.

Second by Dr. Clark.

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

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

Received Update on Shelterbelt Restoration Project:

Mr. Scott Liudahl, City Forester, was recognized and introduced Mr. James Hanson and Ms. Sharon Bartels, Hanson Design Associates, and Mr. Tony Peterson, Cass County Soil Conservation and stated they are critical partners in this project.

Mr. Liudahl presented a history of the airport shelterbelt which was planted in the mid 1980's and gave an overview of the work that has been completed so far. He showed photos of the shelterbelt before the removal work by Cougar Tree Care and photos after the removal. He stated the spruce trees stayed in place but everything else was removed, with the exception of one area of bushes which the Park District requested be left in place for the soccer complex.

Mr. Liudahl stated now that all of the trees and stumps have been removed the ground will need to have some time to settle before planting. He stated they are proposing to plant a cover crop in 2017 to further break down the ground so that we would be able to plant new trees in 2018. He stated Agassiz Seed is willing to partner with us on this project. He stated Hanson Design Associates and Cass County Soil Conservation will work with us on determining the best species and spacing for the new plantings. He stated planting the cover crop for one year will also give us an opportunity to identify any areas with drainage issues. He stated we are also going to look into some grant opportunities through the North Dakota Forest Service.

Mr. Tony Peterson was recognized and stated they discussed with Agassiz Seed a three phase planting project. He stated due to the high visibility of the area they do not want to plant something too tall that would look overgrown. He stated they discussed a cool season cover crop in the spring, planting a warm season cover crop in the summer, and the third a mixture of warm and cool season crops. He said this should really help dry out the soil. He added this plan should keep

Received Update on Shelterbelt Restoration Project: (Continued)

the area looking good throughout the growing season. He stated if Agassiz had not offered to provide the seed we may have planted mixed seeds in one planting but since they were gracious enough to provide the seed this will be the far better plan.

Chairman Pawluk asked Mr. Liudahl about his plans for the new trees.

Mr. Liudahl stated we will be taking advantage of the width of the area available. He stated they do have some idea on the species they will be planting but most of the plantings will be conservation stock. He stated we will also have some access to some larger trees.

Chairman Pawluk stated he does not want to lose sight of another important tree issue on the airport and that is planning for the day when we may lose the ash trees due to the emerald ash borer. He stated the ash trees are the ones on our front door and he thinks they are equally important to the shelterbelt.

Mr. Liudahl the ash tree issue has been in their planning process for a number of years now. He stated they will let the airport know when they are ready to start initiating action on that.

Mr. Liudahl pointed out the next phase of the shelterbelt restoration project on which they would like to get started. He stated the plan is basically the same plan as the areas we just cleared on the south end of the airport, but the next phase is the shelterbelts on the north half, removing the old trees and planning for new plantings.

Chairman Pawluk stated he would place a higher priority on our landscape trees along the access road and near the terminal building.

Mr. Kilander stated he can see the higher priority for the front entrance trees, but he does not see any reason to delay the rest of the tree projects.

Mr. Dobberstein stated he would like to see us address the east/west row of trees along County 20. He stated he feels that is an eyesore and he would like to do something with that area. He stated as far as the rest of the shelterbelts he would like to at least see us move forward with the removal of the old trees as we still have evergreens to provide snow protection.

Chairman Pawluk asked if there would be an advantage to moving ahead with the next phase of removal during the winter months rather than wait until summer when the tree removal operators are busier.

Mr. Liudahl stated he will check into the possibility of moving ahead with the next phase of removal yet this winter.

Mr. Liudahl was directed to bring back some bids and concepts for moving ahead with the next phase of removal.

Chairman Pawluk stated at the same time he would like Mr. Liudahl to put forth some plan on replacement of the ash trees.

Received Communication from Andy Skatvold Regarding Proposed North General Aviation Area Hangar:

The communication dated November 16, 2016, from Mr. Andy Skatvold, Flight Development LLC, was received and filed without objection.

Mr. Andy Skatvold was recognized and stated he would like to construct a 100'x100' hangar in the north general aviation area from which they will conduct Part 91 operations and Part 135 charter operations. He stated they will have twin engine pistons, a jet and turbo prop operating out of that facility. He stated they have been operating out of the Moorhead airport for that past year but would like to move their operation to a larger airport with more options.

Mr. Dobberstein stated Mr. Skatvold is proposing to construct the hangar just north of the 380 North hangar and the airport's obligation would be to extend the taxiway stub up to the outer edge of the leased area to allow egress in and out for the aircraft. He stated he provided Mr. Skatvold with the construction guidelines some time ago. He stated if this project moves forward we will incorporate the plans and specifications for the taxiway extension into our Taxiway A project next summer, although that portion would not be eligible for grant funds at this time. He stated we would include it in a future project or recoup the funds through PFC collections.

After further discussion, it was the consensus of the board to approve the concept proposed and directed Mr. Skatvold to move ahead with the planning process for the proposed hangar in the north general aviation area for a limited fixed base operation.

Received Letter of Intent from 82 & Sunny LLC dba Flight Development to lease Eastside Terminal Office Space:

The Letter of Intent dated November 16, 2016, from 82 & Sunny, LLC dba Flight Development (Mr. Andy Skatvold) was received and filed without objection.

Mr. Kilander moved to approve the request from 82 & Sunny LLC to lease space in the Eastside Terminal and directed Attorney Bossart to draft a lease.

Second by Dr. Clark.

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

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

Authorized Attendance at the 11th Annual AAAE ARFF Training Conference, February 13-16, 2017:

Mr. Kilander moved to authorize attendance at the 11th Annual AAAE ARFF Training Conference, February 13-16, 2017, Las Vegas, NV.

Second by Gen. Haugen.

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

Authorized Attendance at the Routes America Conference, February 14-16, 2017, Las Vegas, NV:

Mr. Blazek moved to authorize attendance at the Routes America Conference, February 14-16, 2017, Las Vegas, NV.

Second by Dr. Clark.

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

Received Communication from Northstar Aviation Insurance Regarding 2017 Airport Liability Insurance Renewal:

The communication dated December 9, 2016 from Mr. Marc Lepage, Northstar Aviation Insurance, Inc., was received and filed without objection.

Mr. Dobberstein stated after shopping the insurance marketplace as they do for us each year, Northstar is proposing to remain with the current carrier, AIG Aerospace, for our airport liability policy. He stated the premium would decrease by \$172 over last year for an annual premium of \$35,895.00.

Gen. Haugen moved to approve the recommendation of Northstar Aviation Insurance and renew our airport liability coverage with AIG Aerospace for an annual premium of \$35,895.00.

Second by Mr. Kilander.

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

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

Airport Construction and Security Update:

Mr. Dobberstein stated we received a proposed contract for architectural services from TL Stroh Architects for the elevated walkway but the FAA would not allow a percentage amount based on construction costs. He stated Mr. Stroh is working on a new contract proposal and once we receive that we will submit it to the FAA for approval and the next step would be review by an independent architect. He stated we should be able to get this accomplished in the next month.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated final payment requests from Northern Improvement for this year's projects will not be submitted until the remainder of the work is done next spring.

Adopted Resolution of Sympathy to the Family of Hans Ahlness and to His Family at Weather Modification:

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

WHEREAS, It is with profound sorrow that the Municipal Airport Authority learned of the death of Mr. Hans Ahlness, and

WHEREAS, On December 1, 2016, the aviation community suffered a great loss when it lost Mr. Hans Ahlness and although his countless and valuable contributions to aviation will be remembered for many years he will be deeply missed by many, and

Adopted Resolution of Sympathy to the Family of Hans Ahlness and to His Family at Weather Modification: (Continued)

WHEREAS, Hans's interest and love for aviation started early in life and continued on through his current position as Vice President of Operations for Weather Modification, Inc. where he displayed tireless professionalism in his career, and

WHEREAS, We trust his family finds some comfort in knowing Hans was doing what he loved.....flying.

NOW, THEREFORE, BE IT FURTHER RESOLVED, That the Municipal Airport Authority does express its deepest and heartfelt sympathy to Jane Ahlness and the Ahlness family as well as Hans's family at Weather Modification, Inc., and extend its appreciation for the legacy left by Hans Ahlness.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent records of the proceedings of the Municipal Airport Authority and that a certified copy be sent to the family of Hans Ahlness and to Weather Modification, Inc.

Second by Mr. Kilander.

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

Other Business:

Mr. Blazek stated with more Airbuses using this airport and their restrictions on crosswinds, he stated he would like to see us up the tempo of the planned extension of Runway 9/27. He stated he feels it should be on the front burner of our future plans.

Mr. Dobberstein stated we recently filed our Capital Improvement Plan with the FAA and the ND Aeronautics Commission and that plan can be adjusted when priorities change. He stated we lost a number of flights last week because of crosswinds.

Mr. Kilander stated he would concur with Mr. Blazek's position.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Step 1 of the extension of Runway 9/27 would be the environmental assessment and that process takes about a year.

Chairman Pawluk stated he is not ready today to say that the extension of 9/27 is our top priority but it certainly is very important.

Mr. Kilander stated he would concur, however, if the environmental assessment takes a year it may be prudent for us to move forward with that.

After further discussion, Mead & Hunt was directed to put together a proposal for an environmental assessment for the extension of Runway 9/27 for the next meeting on January 10, 2017.

The meeting of the Municipal Airport Authority was adjourned until the Annual Meeting to be held Tuesday, January 10, 2017 at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 9:08 a.m.