
Annual Meeting

Tuesday

January 9, 2018

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 9, 2018, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Blazek presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held December 12, 2017:

The minutes of the Regular Meeting of the Municipal Airport Authority held December 12, 2017, were approved without objection.

Approved the Airport Vouchers Totaling \$180,843.53:

Dr. Clark moved to approve the airport vouchers totaling \$180,843.53.

Second by Mr. Kilander.

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

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

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$46,729.55 to Mead & Hunt for partial payment request (final) for engineering services in connection with the Airport Master Plan Update, Project AIP42.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$7,000.00 to Mead & Hunt for partial payment request for engineering services in connection with the air cargo expansion.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$26,144.61 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A and A1 Reconstruction Project, AIP47.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$3,019.61 to Mead & Hunt for partial payment request for engineering services in connection with the Employee Parking Lot Reconstruction and Expansion Project.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$1,632.00 to Mead & Hunt for engineering services in connection with the PFC Application #8.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Cougar Tree Care:

Dr. Clark moved to approve the individual voucher in the amount of \$8,380.00 to Cougar Tree Care for partial payment request for shelterbelt renovation project (removal of chips).

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to TL Stroh Architects

Dr. Clark moved to approve the individual voucher in the amount of \$21,255.00 to TL Stroh Architects for Partial Payment Request #4 for architectural and engineering services in connection with the Elevated Walkway.

Second by Gen. Haugen.

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

No member being absent and none voting nay 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 \$16,560.00 to Northern Improvement Company for partial payment Request #2 for construction of the Employee Parking Lot Reconstruction and Expansion Project.

Second by Gen. Haugen.

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

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

Approved the Individual Voucher to Flint Communications:

Dr. Clark moved to approve the individual voucher in the amount of \$1,543.75 to Flint Communications for partial payment request for 2017 Airport Marketing Plan.

Second by Gen. Haugen.

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

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

Reviewed 2018 Marketing Plan Options with Flint Communications:

Ms. Tara Olson, Flint Communications, was recognized and introduced the other Flint representatives present today: Kris Bevill, Crystal Bosch and Jason Lotzer.

Ms. Olson stated we are at the end of the three-year term of our current creative cycle and today they will present two options for the new three-year cycle. She stated we will also be discussing public relations and social media.

Mr. Lotzer was recognized and stated the last campaign emphasized the ease of flying out of Fargo, no hassles, saving time and money not having to drive to another airport. He stated those are the core themes and we don't want to abandon those but we want to take that to another level.

Two concepts were presented:

Concept #1 - "Where good times take off"

Concept #2 - "Find your reason to Fly Fargo"

After discussion of the two concepts, it was the consensus of the board to move forward with Concept #2 because of the flexibility and the ability to change the reasons to fly throughout the three year period.

Reviewed 2018 Marketing Plan Options with Flint Communications: (Continued)

Ms. Kris Bevill was recognized and reviewed an example of a proactive public relations piece Flint handled for the airport last year on the Mamava breastfeeding station installed in the terminal building last year. She stated this was not breaking news but there was a nice article in The Forum about the station in a Saturday edition. She presented a proposal for a Public Relations Strategy and Consulting Program. She stated this would consist of planning, including conducting an input session to further identify goals and upcoming triggers and ultimately public relations implementation, including media outreach/pitching; facilitating interviews. She stated this program would assist the airport in an overall integrated approach to control the flow of information to the public on airport events and issues.

Ms. Bevill stated if the board would like to move forward with this public relations program the first step would be to have a meeting between the airport and Flint and go through a number of scenarios and develop a template for moving forward. Ms. Bevill stated she saw a number of media interviews Mr. Dobberstein had over the holiday travel season and stated she appreciates how he is always on message, on point, and very consistent in all of the interviews. She stated Mr. Dobberstein is very skilled when it comes to the media but part of this program would be to assist with streamlining the process and help to take a proactive approach.

Ms. Linn stated she would place great importance on crisis messaging and developing proactive crisis communications plan, with all that is going on in the world today.

Ms. Bevill stated a crisis communications plan is a different undertaking that public relations but they have discussed this and presented a planning worksheet for crisis communication. She stated there are often situations at the airport which are not under the control of the Airport Authority but rather an airline and crisis communication would help to convey that message to the public. She added that not every situation or crisis requires the same amount or type of communication.

Chairman Blazek stated he would be open to a lift in our public relations but asked if this is in our budget at this time.

Mr. Dobberstein stated we do have some funds for public relations in our operations and maintenance fund.

Mr. Kilander stated with the recent aircraft incident, the news reporting he read gave the responsibility to the Fargo Fire Department for the aircraft rescue response rather than the airport fire department.

Ms. Bevill stated a lot of the time it is an ongoing educational process for the media and the public on the responsibilities of the various airport stakeholders.

Mr. Kilander stated he feels we need to take an active hand in developing and move forward with at least some of what has been proposed today.

Ms. Bevill stated public relations can be as little or as much as you want it to be.

Ms. Linn stated the Airport Authority is fortunate to have such a good spokesperson in Mr. Dobberstein.

Mr. Dobberstein stated that our Airport Emergency Plan covers a lot of this already so it is not something new to us.

Chairman Blazek stated it seems to be the consensus of the board to move forward with the Flint public relations strategy and consultation program and the crisis communication plan. He stated since there are funds in the budget for this no action is necessary.

Reviewed 2018 Marketing Plan Options with Flint Communications: (Continued)

Ms. Crystal Bosch was recognized and reviewed the Social Media 2017 Summary and 2018 Goals.

Ms. Olson presented the proposed media budget for 2018 including television, radio, print online media, as well as campaign creative, social community management, PR planning and implementation, website maintenance and travel association for a grand total of \$274,614.00.

Mr. Kilander moved to approve the 2018 Airport Marketing Plan as proposed by Flint Communications.

Second by Ms. Linn.

Ms. Olson clarified that the Crisis Planning is included in the amount for PR Planning and Implementation and may not reach the \$25,000 shown in the line item.

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

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

Authorized Attendance at 2018 Conferences:

Mr. Kilander moved to authorize attendance by board members and staff at the following conferences in 2018:

GLC-AAAE Winter Board Meeting, February 9-11, 2018, West Palm Beach, FL.

AAAE Legislative Conference, March 20-22, 2018, Washington, DC

AAAE National Airport Economic Development Conference, March 25-27, 2018, San Antonio, TX

AAAE Annual Conference, April 15-18, 2018, San Diego, CA

Second by Dr. Clark.

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

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

Received Communication from the Federal Aviation Administration Regarding Approval of PFC Application #8:

The communication from the Federal Aviation Administration dated January 2, 2018, was received and filed without objection.

Mr. Dobberstein stated we have received notice from the Federal Aviation Administration advising that our PFC Application #8 has been approved. He stated this will extend our collection authority for 24-30 months. He stated that we have already started on the process for the next PFC application.

Received Request from ND Aviation Council Regarding Sponsorship of the Upper Midwest Aviation Symposium, March 4-6, 2018, in Fargo:

The communication from the ND Aviation Council dated December 2017 was received and filed without objection.

Mr. Dobberstein stated the 2018 Upper Midwest Aviation Symposium will be held in Fargo, March 4-6, 2018. He stated the NDAC's tradition has been that the airport in the hosting city sponsor the symposium at the \$5,000 level.

Mr. Kilander moved to approve the \$5,000 sponsorship of the Upper Midwest Aviation Symposium, March 4-6, 2018 in Fargo.

Second by Ms. Linn.

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

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

Received Proposal from Games Unlimited Regarding Revised Arcade Agreement:

Mr. Dobberstein stated Games Unlimited (Valley Video) is the current operator of the video games in the game room area on the first floor of the terminal. He stated their contract expired December 31, 2017 and they are proposing their standard two-year contract, different than the previous. Their previous contract called for them to pay 50% commission with a \$4,000 annual minimum guarantee. He stated the game vending business has changed considerably in the last few years with people using their phones so it has not been at all profitable. He stated the new agreement states they will pay 40% of the net profit with no annual minimum, which will allow them to make something. He stated this is a two-year agreement with a 30 day out.

Dr. Clark moved to approve the two-year agreement with Games Unlimited for operation of the game room.

Second by Ms. Linn.

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

Reviewed Agreement with Gate City Bank Regarding Fargo Air Museum Transaction:

Attorney Stacey Bossart stated she received a request from Mr. Jim Sweeney, Fargo Air Museum Board Chair, to draft an attornment agreement regarding the Fargo Air Museum's financing of their restroom addition and Gate City Bank. She stated she received title information with requirements from, Tim Stokka, Gate City Bank. She stated Mr. Dobberstein reviewed the document and then she forwarded the draft agreement to Mr. Stokka but has not heard back.

Ms. Jackie Williams, Executive Director, Fargo Air Museum, was recognized and clarified that this is an unanticipated expansion project to meet City of Fargo requirements for restrooms, for which they had not budgeted, as it was unanticipated.

Attorney Bossart stated there was some confusion as to who should be drafting the agreement and she stated it should be drafted by Gate City as it benefits the lender, but she received a request from Mr. Sweeney and asked if she could take care of it. She asked Ms. Williams to check with Gate City Bank and check on the status of the agreement.

Chairman Blazek stated his only concern is that any legal expense incurred for the drafting of this agreement not be paid by the Airport Authority but be passed on to the Fargo Air Museum

Reviewed Agreement with Gate City Bank Regarding Fargo Air Museum Transaction:

because there is no reason the Airport Authority should be responsible for creating these documents.

Ms. Williams indicated she would follow up with Mr. Sweeney as well.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they are working on scheduling the community meetings for the skyway project.

Mr. Darren Anderson was recognized and stated the checked baggage conveyor belt project requested by the TSA is being finalized and will probably begin in April.

NDANG Received Air Force Outstanding Unit Award:

Chairman Blazek asked Gen. Haugen to comment on the NDANG 119th Wing's recent Air Force Outstanding Unit Award.

Gen. Haugen stated this is the 19th time the 119th has received this award. He explained that any unit that feels they deserve this award has to apply to the Air Force for the award. He stated only 10% of the units that apply will receive the award. He stated 19 awards to one unit is unprecedented. He stated the award received was for fiscal year 2016.

Recognized ARFF Chief David Bush on his Retirement from the NDANG:

Chairman Blazek stated on behalf of the Municipal Airport Authority he would like to congratulate ARFF Chief David Bush on his retirement from the NDANG after 31 years of service.

Elect Chairman of the Municipal Airport Authority for Calendar Year 2018, as per Bylaws:

Mr. Kilander moved to elect Dr. Virginia Clark Chairman of the Municipal Airport Authority for calendar year 2018, as per bylaws.

Second by Ms. Linn.

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

Dr. Clark abstained.

Elect Vice Chairman of the Municipal Airport Authority for Calendar Year 2018, as per Bylaws:

Dr. Clark moved to elect Gen. Mike Haugen Vice Chairman of the Municipal Airport Authority for calendar year 2018, as per bylaws.

Second by Mr. Kilander.

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

Gen. Haugen abstained.

Adopted Resolution of Appreciation to Outgoing Chairman, Steve Blazek:

Chairman Blazek thanked the other board members for their service this past year. He stated looking back at the last year it has been kind of a tumultuous year. He stated we have made some great strides on things we have talked about for years; we have welcomed new board members. He stated we did not get all of the things off the checklist we wanted to do this year and for that, Mr. Dobberstein, we apologize. He stated he thinks overall we are taking two steps forward even though sometimes we are set one step back. He thanked Mr. Dobberstein and the board members for all of their hard work this past year.

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

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

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

WHEREAS, During the year of Mr. Blazek's chairmanship the Municipal Airport Authority has continued in its efforts to move Hector International Airport steadily and successfully two steps forward and for his leadership during those times we were set one step back, and

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority does hereby commend Mr. Steve Blazek for his effective efforts on behalf of the Municipal Airport Authority and Hector International Airport.

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

Second by Ms. Linn.

On the call of the roll, members Clark, Linn, Kilander, Haugen.

Blazek passed his vote.

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

The Annual Meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, January 23, 2018, at 8:00 am in the Airport Boardroom.

Time at adjournment was 9:20 a.m.

Regular Meeting

Tuesday

January 23, 2018

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 23, 2018, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Linn, Haugen, Clark

Absent: Blazek, Kilander

Chairman Clark presiding.

Approved the Minutes of the Annual Meeting of the Municipal Airport Authority Held January 9, 2018:

The minutes of the Annual Meeting of the Municipal Airport Authority held January 9, 2018, were approved without objection.

Approved the Airport Vouchers Totaling \$48,538.25:

Gen. Haugen moved to approve the airport vouchers totaling \$48,538.25.

Second by Ms. Linn.

On the call of the roll, members Linn, Haugen, Clark voted aye.

Absent and not voting: Blazek, Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Ms. Linn moved to approve the individual voucher in the amount of \$2,423.05 to Mead & Hunt for partial payment request for engineering services in connection with the Employee Parking Lot Reconstruction and Expansion Project.

Second by Gen. Haugen.

On the call of the roll, members Linn, Haugen, Clark voted aye.

Absent and not voting: Blazek, Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Ms. Linn moved to approve the individual voucher in the amount of \$13,660.87 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A and A1 Reconstruction Project, AIP47.

Second by Gen. Haugen.

On the call of the roll, members Linn, Haugen, Clark voted aye.

Absent and not voting: Blazek, Kilander

The motion was declared carried.

Received Request from Shaw Investments to Extend Eastside Terminal Lease:

The communication from Mr. Jim Shaw dated January 15, 2018, was received and filed without objection.

Mr. Dobberstein stated Mr. Shaw leases office space on the second floor in the Eastside Terminal and he requesting a one-year extension effective February 1, 2018.

Gen. Haugen moved to approve the one-year extension.

Second by Ms. Linn.

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

Received Communication from Cogi, Inc. Requesting Additional Space in the Eastside Terminal:

Mr. Dobberstein stated Cogi, Inc. began renting office space in the Eastside Terminal in December and has requested through Mr. Rick Flacksbarth, Cityscapes Development, to lease a second office on the second floor effective February 1. He stated Attorney Bossart has drafted a lease amendment adding this space to follow the terms of the original lease which expires November 30, 2018.

Ms. Linn moved to approve the request from Cogi, Inc. to lease a second office space in the Eastside Terminal effective February 1, 2018.

Second by Gen. Haugen.

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

Received State Bid Proposal from Nelson Auto Center to Replace Operations Pickup:

The state bid proposal from Nelson Auto Center dated January 17, 2018, was received and filed without objection.

Mr. Dobberstein stated we have one unit approaching 170,000 miles that we would like to rotate out and place on the City's auction in the spring. He stated the new unit would replace the one currently used by the building/landside operations supervisor and his current unit will be transferred to airfield operations. He stated we have purchased a number of vehicles off the state bid contract.

Gen Haugen moved to approve the purchase of a 2018 Dodge Ram 1500 4WD Quad Cab via the state bid through Nelson Auto Center for a price of \$24,752.00.

Second by Ms. Linn.

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

Discussed Airlines Lease and Operating Agreement Extensions:

Mr. Dobberstein stated when we expanded the terminal building in 2008 we entered into lease and operating agreements with the airlines effective December 1, 2009 for a five year period. Effective January 1, 2014 we had a five-year extension and December 31, 2018 is the end of that five-year extension. He stated he has been visiting with the airline property representatives and we are working on probably another five-year extension to the current lease and operating agreement. He stated he might engage Mr. John Decoster, Trillion Aviation, who helped us develop our current agreement. He stated Mr. Decoster might have some recommendations on language changes or additions since it has been a number of years since the agreement was drafted.

Received Final GSA Lease Agreement Extension for TSA Space:

Mr. Dobberstein stated the General Services Administration (GSA) negotiates all of the leases for the the leases for the Transportation Security Administration (TSA). He stated the current lease for the TSA space in the Westside Terminal expires at the end of this month. He stated we put forth a ten-year lease with five years firm and a 3% annual escalator. He stated they have signed and returned the lease to us.

Airport Construction and Security Update:

Mr. Dobberstein stated Mr. Terry Stroh, TL Stroh Architects, was not able to be here today but they are working on getting out the bid proposal for the replacement of the panels on the east side of the terminal building.

Mr. Dobberstein stated Mr. Andy Platz, Mead & Hunt, was planning to be here today but because of weather yesterday he was not able to make it. He stated we were planning to meet with the FAA Airports District Office to discuss our project for the year but we do not know what that project will be at this point. He stated that this is the final year of the engineering services contract so we will be advertising a request for qualifications sometime this summer.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, February 13, 2018 at 8:00 a.m.

Time at adjournment was 8:13 a.m.

Regular Meeting

Tuesday

February 13, 2018

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 13, 2018, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Linn, Blazek, Haugen, Clark
Absent: Kilander
Others: Bossart, Gehrig

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held January 23, 2018:

The minutes of the Regular Meeting of the Municipal Airport Authority held January 23, 2018, were approved without objection.

Approved the Airport Vouchers Totaling \$63,144.20:

Mr. Blazek moved to approve the airport vouchers totaling \$63,144.20.
Second by Ms. Linn.
On the call of the roll, members Linn, Blazek, Haugen, Clark voted aye.
Absent and not voting: Kilander
The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Blazek moved to approve the individual voucher in the amount of \$70,850.00 to TL Stroh Architects for Partial Payment Request #5 for architectural and engineering services in connection with the Elevated Walkway.
Second by Gen. Haugen.
On the call of the roll, members Linn, Blazek, Haugen, Clark voted aye.
Absent and not voting: Kilander
The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Blazek moved to approve the individual voucher in the amount of \$22,344.56 to Flint Communications for partial payment request for 2018 Airport Marketing Program.

Second by Gen. Haugen.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Blazek moved to approve the individual voucher in the amount of \$144,439.21 to Northern Improvement Company for Partial Payment Request #5 for construction of the Taxiway A and A1 Reconstruction, AIP47.

Second by Gen. Haugen.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Blazek moved to approve the individual voucher in the amount of \$5,985.39 to Northern Improvement Company for Partial Payment Request #2 (Final) for construction of the North GA Taxilane Extension, Project AIP.

Second by Gen. Haugen.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Blazek moved to approve the individual voucher in the amount of \$1,661.31 to Northern Improvement Company for Partial Payment Request #3 for construction of the Employee Parking Lot Reconstruction and Expansion.

Second by Gen. Haugen.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$21,929.75 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A and A1 Reconstruction, Project AIP47.

Second by Gen. Haugen.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$23,375.45 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A and A1 Reconstruction Project, AIP47.

Second by Gen. Haugen.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$11,302.14 to Mead & Hunt for partial payment request for engineering services in connection with the Cargo Apron Expansion, Project APFC.

Second by Gen. Haugen.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$2,769.16 to Mead & Hunt for partial payment request for engineering services in connection with the Cargo Apron Expansion, APFC.

Second by Gen. Haugen.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$4,629.51 to Mead & Hunt for partial payment request for engineering services in connection with the North GA Taxilane Extension, Project AIP.

Second by Gen. Haugen.

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

Absent and not voting: Kilander

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Blazek moved to approve the individual voucher in the amount of \$2,500.00 to Sixel Consulting Group for third quarter 2017 data subscription.

Second by Gen. Haugen.

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

Absent and not voting: Kilander

The motion was declared carried.

Received Communication Regarding Collateral Assignment of Lease Between Hangar 19, LLP and First International Bank & Trust:

The documents from First International Bank & Trust were received and filed without objection.

Attorney Bossart stated a few months ago, Mr. Rick Berg and Mr. David Sahl requested, and the Airport Authority granted, an Assignment of Lease for the hangar ground lease from Bravo Sierra, LLC to Hangar 19, LLP. She stated Bravo Sierra, LLC also had a Right of First Refusal on an additional parcel which was not assigned to Hangar 19, LLP but they have requested that assignment also and she stated she has prepared the document.

Attorney Bossart stated the Collateral Assignment of Lease between Hangar 19, LLP and First International Bank for both the hangar ground lease and the right of first refusal assigns the lease and the right of first refusal to the bank for the purpose of the construction loan.

Ms. Linn moved to approve the assignment of the Right of First Refusal from Bravo Sierra, LLC to Hangar 19, LLP, and also to approve the collateral assignment of lease between Hangar 19, LLP and First International Bank for both the ground lease and the right of first refusal.

Second by Gen. Haugen.

On the call of the roll, members Linn, Haugen, Clark voted aye.

Blazek abstained.

Absent and not voting: Kilander

The motion was declared carried.

Received Request from Northstar Aviation Insurance to Extend Eastside Terminal Lease:

The communication from Mr. Marc Lepage, Northstar Insurance, dated February 8, 2018, was received and filed without objection.

Mr. Dobberstein stated Northstar Insurance is requesting a five-year extension to their lease in the Eastside Terminal.

Mr. Blazek moved to approve the request from Northstar Aviation Insurance for a five-year extension to their lease in the Eastside Terminal effective May 1, 2018.

Second by Ms. Linn.

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

Received Preliminary 2017 Improvement Fund Statement:

The preliminary 2017 Improvement Fund Statement was received and filed without objection.

Received Preliminary 2017 Statement of Operations

The preliminary 2017 Statement of Operations was received and filed without objection.

Authorized Attendance at the Upper Midwest Aviation Symposium, March 4-6, 2018, Fargo:

Gen. Haugen moved to authorize attendance by board members and staff at the Upper Midwest Aviation Symposium, March 4-6, 2018, Fargo.

Second by Mr. Blazek.

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

Received Update Regarding Proposed Skyway Project:

Mr. Terry Stroh, TL Stroh Architects, was recognized and presented renderings of the proposed skyway project. He stated the skyway will have four points of entry extending to the south end of the long-term lot but the number of entrances is still open for discussion. He stated each entry would have a large elevator as well as a stairway. He added that the design does not rule out any possibility of moving the parking lot exit booths to the south. He stated the plan right now is for the walkway to be 16' wide, narrowing to 12' as it enters the terminal so that we will not have to remove a truss. He added that the design would allow expansion south over the crossover road to connect with another entry in an expanded lot to the south.

Chairman Clark told Mr. Stroh these plans are very exciting. She asked Mr. Dobberstein to review the funding options for the project.

Mr. Dobberstein stated we currently have \$8 million in our parking lot maintenance and construction fund. He stated the balance would either come out of reserves or we would issue bonds. He stated this project would qualify for federal AIP funds but it would not carry as high a priority as other projects we may need. He stated we can also put the project in a Passenger Facility Charge application and over time we would recover 100% of the cost.

Chairman Clark thanked the Skyway Subcommittee (Mr. Kilander and Gen. Haugen) for their dedication and excellent work to get us to this point.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated we will be opening bids on February 20 for the replacement of the exterior panels on the east side of the terminal building.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, February 27, 2018 at 8:00 a.m.

Time at adjournment was 8:30 a.m.

Regular Meeting

Tuesday

February 27, 2018

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 27, 2018, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Linn, Blazek, Haugen, Clark
Absent: Kilander
Others: Bossart, Gehrig

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 13, 2018:

The minutes of the Regular Meeting of the Municipal Airport Authority held February 13, 2018, were approved without objection.

Approved the Airport Vouchers Totaling \$32,445.54:

Mr. Blazek moved to approve the airport vouchers totaling \$32,445.54.
Second by Ms. Linn.
On the call of the roll, members Linn, Blazek, Haugen, Clark voted aye.
Absent and not voting: Kilander
The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$16,598.74 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A and A1 Reconstruction Project, AIP47.
Second by Ms. Linn.
On the call of the roll, members Linn, Blazek, Haugen, Clark voted aye.
Absent and not voting: Kilander
The motion was declared carried.

Approve the Individual Voucher to Mead & Hunt:

Mr. Blazek moved to approve the individual voucher in the amount of \$2,955.98 to Mead & Hunt for partial payment request for engineering services in connection with the Cargo Apron Expansion project, APFC.

Second by Ms. Linn.

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

Absent and not voting: Kilander

The motion was declared carried.

Received Bid Tabulation and Recommendation of Award from TL Stroh Architects for Westside Terminal Exterior Metal Panel Replacement:

The bid tabulation for the Westside Terminal Exterior Metal Panel Replacement Project was received and filed without objection.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated we opened bids on February 20 for the Westside Terminal Exterior Metal Panel Replacement Project. He stated we received bids from Olaf Anderson, Smithco Inc. and TF Powers Construction. He stated Smithco was the low bidder at \$165,500.00. He stated they have done a number of projects with Smithco and they will do a good job.

Mr. Blazek moved to award the bid for the Westside Terminal Exterior Metal Panel Replacement Project to Smithco, Inc. based on their bid of \$165,500.00.

Second by Gen. Haugen.

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

Absent and not voting: Kilander

The motion was declared carried.

Received Communication from MDC Fargo, LLC to Extend Lease Agreements:

The communications dated February 22, 2018 from MDC Fargo, LLC and MDC Fargo 2, LLC were received and filed without objection.

Mr. Dobberstein stated this request from MDC is for five-year extensions to the ground leases for both their FedEx and Corporate Air facilities. He stated this will extend the leases through 2036. He stated Attorney Bossart has a draft of the extensions but we are going to add language to the lease MDC has on the expansion area to clarify that the annual lease amount is tied to our farm tenant leases and is subject to possible change each year.

Ms. Linn moved to approve the request to five year extensions to the leases with MDC Fargo, LLC and MDC Fargo 2, LLC, with changes in language with regard to the expansion area.

Second by Gen. Haugen.

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

Authorized Attendance at the Jumpstart Air Service Development Conference, June 4-6, 2018, Cleveland, OH:

Mr. Blazek moved to authorize attendance at the Jumpstart Air Service Development Conference, June 4-6, 2018, Cleveland, OH.

Second by Gen. Haugen.

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

Authorized Attendance at the North Dakota National Guard Event, May 15, 2018, Washington, DC:

Mr. Blazek moved to authorize attendance at the North Dakota National Guard Event, May 15, 2018, Washington, DC.

Second by Ms. Linn.

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 their staff is continuing their work on the skyway project.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated he does not have anything to report on construction projects.

Mr. Dobberstein stated he and Mr. Klein will be meeting with some FAA and state officials at the symposium next week regarding upcoming grants and projects. He stated our FAA grant funds will likely go to recover the costs that we have for the north general aviation area taxiway extension and cargo apron expansion but that should not require all of our entitlement funds. He stated we do have some other maintenance and repair items on the airfield and that plan should come together in the next few weeks. He added that sometime this summer we will advertise a request for qualifications for engineering services for five years for projects starting in 2019.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, April 10, 2018.

Time at adjournment was 8:26 a.m.

Regular Meeting

Tuesday

April 10, 2018

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 10, 2018, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Linn, Blazek, Lind, Haugen, Clark
Absent: None
Others: Bossart

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 27, 2018:

The minutes of the Regular Meeting of the Municipal Airport Authority held February 27, 2018, were approved without objection.

Chairman Clark welcomed newly appointed board member Mr. Erik Lind.

Approved the Airport Vouchers Totaling \$128,060.71:

Mr. Blazek moved to approve the airport vouchers totaling \$128,060.71.
Second by Ms. Linn.
On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Blazek moved to approve the individual voucher in the amount of \$1,661.31 to Northern Improvement Company for Partial Payment Request #3 for construction of the Employee Parking Lot Reconstruction and Expansion.
Second by Ms. Linn.
On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Blazek moved to approve the individual voucher in the amount of \$5,985.39 to Northern Improvement Company for Partial Payment Request #2 for construction of the North General Aviation Area Taxi Lane Extension.

Second by Ms. Linn.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.

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

Approved the Individual Voucher to Northern Improvement Company:

Mr. Blazek moved to approve the individual voucher in the amount of \$144,439.21 to Northern Improvement Company for construction of the Taxiway A and A1 Reconstruction Project, AIP47.

Second by Ms. Linn.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.

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

Approved the Individual Voucher to TL Stroh Architects:

Mr. Blazek moved to approve the individual voucher in the amount of \$420.00 to TL Stroh Architects for partial payment request for architectural services in connection with the Westside Terminal Exterior Metal Panel Replacement.

Second by Ms. Linn.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.

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

Approved the Individual Voucher to TL Stroh Architects:

Mr. Blazek moved to approve the individual voucher in the amount of \$475.00 to TL Stroh Architects for partial payment request for architectural services in connection with the Westside Terminal Exterior Metal Panel Replacement.

Second by Ms. Linn.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.

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

Approved the Individual Voucher to TL Stroh Architects:

Mr. Blazek moved to approve the individual voucher in the amount of \$29,165.35 to TL Stroh Architects for partial payment request for architectural and engineering services in connection with the Elevated Walkway.

Second by Ms. Linn.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.

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

Approved the Individual Voucher to TL Stroh Architects:

Mr. Blazek moved to approve the individual voucher in the amount of \$5,450.00 to TL Stroh Architects for partial payment request for architectural and engineering services in connection with the Elevated Walkway.

Second by Ms. Linn.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.

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

Approved the Individual Voucher to Flint Communications:

Mr. Blazek moved to approve the individual voucher in the amount of \$69,105.78 to Flint Communications for partial payment request for the 2018 Airport Marketing Program.

Second by Ms. Linn.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark 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 \$7,000.00 to Mead & Hunt for partial payment request for engineering services in connection with the Cargo Apron Expansion, Phase II.

Second by Ms. Linn.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark 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 \$15,810.24 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A and A1 Reconstruction Project, AIP47.

Second by Ms. Linn.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.

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

Approved the Individual Voucher to Flint Communications:

Mr. Blazek moved to approve the individual voucher in the amount of \$22,501.58 to Flint Communications for partial payment request for 2018 Airport Marketing Program.

Second by Ms. Linn.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.

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

Received CY2017 PFC Audit Report from EideBailly:

Mr. Dobberstein stated EideBailly conducted the annual audit of the PFC Program for CY2017. He stated the report shows the opinion that the airport complied, in all material respects, with the compliance requirements that could have a direct and material effect on the PFC Program for the year ended December 31, 2017.

The CY2017 PFC Audit Report from EideBailly was received and filed without objection.

Received Request for Split Hangar Ground Lease (Newman/Lammle/Blotsky):

The communications from Roxanne Newman/Greg Lammle and Jim and Twylah Blotsky were received and filed without objection.

Mr. Dobberstein stated a few years ago we entered into a ground lease with Pegasus Plains, LLC for the construction of a new hangar in the southeast general aviation area. Partners in this hangar were Roxanne Newman, Greg Lammle and Jim Blotsky. He stated the partners have now decided to separate the ground lease into two separate parcels. He stated they have already done the work required by the City of Fargo to change the parcel. He stated one parcel will be in the name of R.V. Newman Consulting LLP (Roxanne Newman and William Greg Lammle) and the other in the names of Jim and Twylah Blotsky. He stated any party wall agreement is up to the hangar owners. He added that the only quirk is that there is only one water meter and that is on the Newman side of the building. He stated the airport is not obligated to provide separate water meters.

Mr. Dobberstein stated Attorney Bossart has drafted the two new lease agreements. He stated the terms will remain the same.

Ms. Linn moved to approve the requests from the parties of Pegasus Plains, LLC to separate the ground lease into two leases in the names of R.V. Newman Consulting LLP and Jim and Twylah Blotsky, with the terms remaining the same as the original lease.

Second by Gen. Haugen.

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

Received Communication from Sanford Regarding Eastside Terminal Lease Agreement:

The communication from Mike Christianson, Sanford Air Transportation, dated April 5, 2018, was received and filed without objection.

Mr. Dobberstein stated last year Sanford requested their lease be allowed to continue on a month to month basis and that was approved by the board. He stated they are now advising that they will be vacating the space effective June 30, 2018. He stated the lease has a May 1 anniversary date so the 3% increase will apply to the months of May and June.

Received Request from Men's Hair Company to Extend Their Eastside Terminal Lease:

The communication from Mr. Troy Rinehardt, Men's Hair Company, dated March 22, 2018, was received and filed without objection.

Mr. Dobberstein stated Men's Hair Company is a tenant on the second floor of the Eastside Terminal and their lease expires at the end of April. He stated they are requesting a three year extension.

Gen. Haugen moved to approve the request from Men's Hair Company for a three year extension to their lease in the Eastside Terminal.

Second by Mr. Blazek.

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

Considered Five-Year Extension to Airline Operating Agreement and Terminal Building Lease, January 1, 2019 - December 31, 2023:

Mr. Dobberstein stated after the terminal building expansion project was completed in 2008, we entered into a new five-year lease and operating agreement with the airlines effective January 1, 2009 and expiring December 31, 2013. He stated mid-year 2013 we offered the air carriers a series of five (5) one-year extensions of that same agreement effective January 1, 2014 and those expire December 31, 2018. He stated he is proposing to offer them another five (5) one-year extensions effective January 1, 2019 through December 31, 2023. He stated we will be executing an agreement with Frontier Airlines effective May 1 and that will be good through December 31, 2018.

Mr. Dobberstein stated the terms of this agreement requires that the air carriers need to let us know by June 1 of this year if they are going to operate the following calendar year. He stated once an airline agrees to operate in the next fiscal year, if they terminate service anytime during that fiscal year they are obligated to pay rent only through the end of the fiscal year. Mr. Dobberstein stated our rates and charges are always subject to increase.

Mr. Dobberstein stated with the board's concurrence we will draw up an offer to the airlines to extend the lease term.

Mr. Blazek moved to approve a five-year extension offer to the air carriers serving Fargo.

Second by Ms. Linn.

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

Adopted Resolution of Appreciation to Mr. Don Kilander:

Ms. Linn offered the following resolution of appreciation to Mr. Don Kilander and moved its adoption:

WHEREAS, Mr. Don Kilander has served as a member of the Municipal Airport Authority for more than 17 years, since October 2000, and

WHEREAS, Mr. Kilander has labored diligently and given unsparingly of his time and efforts over those years, playing a key role in the steady forward movement and constant improvements to Hector International Airport in its service to commercial aviation, general aviation, and military aviation, and

Adopted Resolution of Appreciation to Mr. Don Kilander: (Continued)

WHEREAS, Mr. Kilander leaves behind a track record of serving with great distinction, making countless contributions and his presence on the board will be greatly missed, and

WHEREAS, it is the desire of the members of the Municipal Airport Authority and its staff that Mr. Kilander continue his interest in and regard for Hector International Airport and remain involved by maintaining a relationship with the board and being willing to continue to offer input in the future.

NOW, THEREFORE, BE IT RESOLVED, That the members of the Municipal Airport Authority hereby convey their thanks and deep gratitude for the many years of dedicated service from Mr. Don Kilander and wish him the best in his future endeavors and community service.

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.

Second by Mr. Lind.

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

Adopted Resolution of Appreciation to Kevin Anderson:

Ms. Linn offered the following resolution of congratulations to Mr. Kevin Anderson.

WHEREAS, Airport Firefighter Kevin Anderson has completed his last shift as an airport firefighter at Hector International Airport, and

WHEREAS, Kevin Anderson has served as a firefighter at Hector Airport for 35 years, first serving with the ND Air National Guard Fire Department and then with the Airport Fire Department providing valuable experience during the transition in 2014, and

WHEREAS, Kevin Anderson has been a dedicated and valued employee on the airport, being an important asset to the fire department and his service has been greatly appreciated and will be missed.

NOW THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority thanks Mr. Kevin Anderson for his many years of service and extends its best wishes in his retirement and his future endeavors.

Second by Gen. Haugen.

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

Airport Construction and Security Update:

Chairman Clark introduced Mr. Andy Platz, President of Mead & Hunt.

Mr. Platz was recognized and stated it has been five years since speaking before the Airport Authority. He stated the purpose of his visit today is to make certain that Mead & Hunt has kept the promises it made to the board five years ago. He stated one of those promises was to establish a Fargo office and within a week of the board selecting Mead & Hunt they opened their office in Fargo with two local staff members, Jon Scaper and Jeff Klein, and today have a staff of about 15 working in the Fargo office serving clients in North Dakota and Minnesota. He stated they also promised to deliver quality work and only the board and staff can answer if they have kept that promise. He stated he is not here to ask for anything today but just to say thank you.

Mr. Dobberstein stated we have had an excellent working relationship with Mead & Hunt. He stated they have done a great job and we appreciate it.

Mr. Dobberstein stated late this summer we will begin the process to advertise a request for proposals for engineering services for a five-year term for projects beginning January 1, 2019.

Mr. Darren Anderson was recognized and stated the baggage conveyor system renovation project was started yesterday and it should be completed by Friday with minimal impact to the screening operations.

Other Business:

Chairman Clark stated she has asked Attorney Bossart to update the board on our options as far as an attorney general's opinion.

Attorney Bossart was recognized and stated she has had an opportunity to speak with an Assistant Attorney General Tara Brandner, as well as Kyle Wanner, Executive Director of the North Dakota Aeronautics Commission. She stated she also did a lot of legislation research on the bill to make the changes to NDCC 2-06. She stated it is very clear in those discussions and in doing the research that this was simply clean up and that has been done. She stated she spoke with Attorney Brandner about sending an informal letter just to confirm that and stated she has drafted a letter. Attorney Bossart stated that would be her recommended approach.

Ms. Linn moved to proceed with Attorney Bossart's recommendation to submit an informal request for clarification from the ND Attorney General.

Second by Gen. Haugen.

Mr. Dobberstein stated there were some changes in the last legislative session and this informal request will affirm that nothing has changed in terms of the independent autonomy of airport authorities.

Gen. Haugen stated he discussed this matter with Cindy Schreiber-Beck who is a legislator but also serves on the North Dakota Aeronautics Commission. He stated her comment was that the legislature's intent was simply to clean it up and modernize it. He stated it changes nothing with regard to airport authorities.

Other Business: (Continued)

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

Lind abstained.

The motion was declared carried.

Mr. Lind explained that the reason he did not vote on this motion is because this is his first meeting and he would need to become more informed on the matter.

Airport Fire Chief, David Bush, was recognized and briefed the board on the airport's response to a request for assistance from the West Fargo Fire Department during the fuel tank fire at the fuel terminal in West Fargo on February 18, 2018. He stated the original request was just for our foam but about an hour and a half later the request changed and they asked for one of our trucks to respond. He stated two of our firefighters responded and were on the scene for a total of about eight hours. He stated the first five hours were used by the others involved to assess the situation and devise a plan. He stated with the other parties not knowing our capabilities, it took them a while to compile the resources they felt they needed. He stated once our crew was put in place and started to extinguish the fire; it was out in less than ten minutes. He stated our apparatus and the crew that responded exceeded even his expectations. He stated the fuel tank involved was the largest tank on the site but it was also in the most accessible location so that worked in our favor.

Mr. Dobberstein stated we are in the process of working on matters dealing with responding to off airport events, both aviation related and non-aviation related, as those relate to mutual aid agreements, liability insurance, etc. He stated he foresees now that the capabilities of our equipment are more widely known we will probably see increased requests for aid.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, April 24, 2018.

Time at adjournment was 8:33 a.m.

Regular Meeting

Tuesday

April 24, 2018

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 24, 2018 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Linn (via phone), Blazek, Lind, Haugen, Clark

Absent: None

Others: Gehrig

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 10, 2018:

The minutes of the Regular Meeting of the Municipal Airport Authority held April 10, 2018, were approved without objection.

Approved the Airport Vouchers Totaling \$38,133.96:

Mr. Blazek moved to approve the airport vouchers totaling \$38,133.96.

Second by Gen. Haugen.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.

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

Approved the Individual Voucher to Foreign-Trade Zone Corporation:

Mr. Blazek moved to approve the individual voucher in the amount of \$487.50 to the Foreign-Trade Zone Corporation for payment request for general consulting for Foreign-Trade Zone No. 257.

Second by Mr. Lind.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.

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

Received Communication from Francis Butler Requesting Extension to South General Aviation Area Hangar Ground Lease:

The communication dated April 10, 2018 from Francis Butler was received and filed without objection.

Mr. Dobberstein stated Mr. Butler is requesting a 10-year extension to his hangar ground lease. He stated we traditionally grant five-year extensions based on the aesthetic condition of the hangar. He stated the aesthetic condition of Mr. Butler's hangar is exceptional and he would recommend granting the 10-year extension requested.

Mr. Blazek moved to approve the request from Francis Butler for a 10-year extension to his hangar ground lease in the South General Aviation Area.

Second by Mr. Lind.

Ms. Lind asked if more hangar owners would be requesting 10-year extensions.

Mr. Dobberstein stated the board would have to make those decisions on a case-by-case basis.

Chairman Clark called for a vote on the motion.

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

Received Communication from the Fargo Air Museum Requesting an Extension of the Ground Lease for the Carousel Hangar:

The communication dated April 20, 2018 from Jackie Williams, Fargo Air Museum, was received and filed without objection.

Mr. Dobberstein stated the Fargo Air Museum owns the Carousel Hangar which they purchased from Mr. Victor Gelking. He stated this hangar has been in place since the 1970's. He stated the last time the lease was extended we required that the hangar be painted, which was done. He stated there are some issues with rust on the roof panels of the hangar. He stated he thinks the Air Museum plans to remove the hangar and repurpose the site for the museum.

Mr. Jim Sweeney, Chairman of the Board for the Fargo Air Museum, was recognized and stated they do not have any immediate plans for the hangar. He stated they would like a five-year extension as the hangar is in use and provides revenue for the museum.

Mr. Dobberstein stated he does not want to see aircraft owners displaced from the hangar and he is certain we can work with the museum board on addressing any aesthetic issues. He stated he thinks a five-year extension would be in order.

Ms. Linn moved to approve the request from the Fargo Air Museum for a five-year lease extension for the carousel hangar.

Second by Gen. Haugen.

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

Received Communication from City Finance Director, Kent Costin, Regarding Investment Fund:

The communication dated April 18, 2018, from Mr. Kent Costin, Director of Finance, City of Fargo, was received and filed without objection.

Mr. Dobberstein stated board member Linn attended a meeting last week with the mayor, City Administrator, Bruce Grubb, and Director of Finance, Kent Costin, and as part of that discussion it was mentioned that there may be a new financing option in which the airport can invest some of our reserve funds. He stated the previous option presented to this board in April 2017 by Mr. Costin was under an investment policy created by the City of Fargo under its home rule charter. He stated we were not able to use that option because the changes made under the home rule charter did not apply to political subdivisions such as the Municipal Airport Authority. He stated we could not take advantage of that investment opportunity as we have to follow the ND Century Code.

Mr. Dobberstein stated it now appears that there may be an investment vehicle in which we could invest some of our reserve funds. He stated he is going to meet with Mr. Costin and Attorney Bossart to make certain it would meet the requirements of the ND Century Code. He stated he will report back to the board at the next meeting.

Mr. Dobberstein stated the last time the airport did a bond issue in 2007, the consultant, Mr. David MacGillivray, Springsted Incorporated, recommended an airport of our size have at least \$12-\$15 million in a reserve fund.

Ms. Linn stated since the last recommendation for a reserve was in 2007, she asked if there would be any change in the recommended amount of reserve today.

Mr. Dobberstein stated he would contact Mr. MacGillivray and get his input.

Received Update on the Status of PFC Application #9:

Mr. Dobberstein stated a few months ago the FAA approved PFC Application #8, which contained a number of projects to recover eligible costs. He stated right now our collection authority is carried out through 2020, based on our current collection rate. He stated during the pre-application process of the application that was approved, the FAA requested that we drop a number of the projects from the application due to the length of time it was taking to review the projects. He stated we did this with the agreement that we would immediately begin the application project for PFC #9.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated we started the PFC #8 application process about a year and a half ago and we had about 60 projects for which we wanted to recover costs. He stated the FAA dialed that back to 18 projects and we submitted a 370-page application. He stated the total of these projects in this application was roughly \$2.9 million. He stated the reason this application process was so involved was because at the time, the airport was classified as a small hub but that has now changed and the airport is classified as a non-hub airport. He stated the new application (#9) will be more streamlined, unless the airport changes back to a small hub.

Mr. Klein gave a timeline moving forward for Application #9; we will have the draft application to the FAA by June of this year with plans to have the final application submitted in September of this year. He stated that will set us up for a comment period of October or November with approval by the end of the year.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they hope to have Smithco start on the Westside Terminal exterior metal panel replacement project in June.

Mr. David Negron, TSA, was recognized and thanked the Airport Authority for its part in the baggage conveyor improvement project in the TSA baggage screening room. He stated the purpose of this project was to abate ergonomic hazards identified. He stated without the board's participation the project could not have taken place. He stated the project went well and was actually completed ahead of time.

Mr. Negron stated the enhanced screening program at airport checkpoints has been implemented across the country and as we expected there has been a normalization in that process. He stated we are not seeing the delays we saw initially when the program was being implemented. He stated the program is working well and as intended.

Other Business:

Mr. Dobberstein stated he and Gen. Haugen attended the AAAE Annual Conference in San Diego, April 13-18, and both gave brief comments on the highlights of the conference.

Mr. Dobberstein stated Frontier will move into their space on May 1 with the first flight on May 15th.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, May 8, 2018 at 8:00 a.m.

Time at adjournment was 8:33 a.m.

Regular Meeting

Tuesday

May 8, 2018

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 8, 2018, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Linn, Blazek, Lind, Haugen, Clark
Absent: None
Others: Bossart

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 24, 2018:

The minutes of the Regular Meeting of the Municipal Airport Authority held April 24, 2018, were approved without objection.

Approved the Airport Vouchers Totaling \$36,516.70:

Mr. Blazek moved to approve the airport vouchers totaling \$36,516.70.
Second by Gen. Haugen.
On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel LLC:

Ms. Linn moved to approve the individual voucher in the amount of \$2,500.00 to Sixel LLC for the quarterly airline report.
Second by Mr. Lind.
On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Ms. Linn moved to approve the individual voucher in the amount of \$8,280.00 to Northern Improvement Company for Partial Payment Request #4 for the Employee Parking Lot Reconstruction and Expansion Project.

Second by Mr. Lind.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.

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

Approved the Individual Voucher to TL Stroh Architects:

Ms. Linn moved to approve the individual voucher in the amount of \$147.00 to TL Stroh Architects for partial payment request for architectural services in connection with the Westside Terminal Exterior Metal Panel Replacement Project.

Second by Mr. Lind.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.

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

Approved the Individual Voucher to TL Stroh Architects:

Ms. Linn moved to approve the individual voucher in the amount of \$5,450.00 to TL Stroh Architects for Partial Payment Request #8 for architectural and engineering services in connection with the Elevated Walkway.

Second by Mr. Lind.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.

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

Approved the Individual Voucher to Flint Communications:

Ms. Linn moved to approve the individual voucher in the amount of \$11,145.20 to Flint Communications for partial payment request for the 2018 Airport Marketing Program.

Second by Mr. Lind.

On the call of the roll, members Linn, Blazek, Lind, Haugen, Clark voted aye.

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

Received Request from Spectrum Aeromed to Exercise Option to Extend Lease Agreements for Hangar #9 and Space in the Eastside Terminal:

The communication from Mr. Chad Kost, Spectrum Aeromed, dated April 26, 2018 was received and filed without objection.

Mr. Dobberstein stated Spectrum Aeromed has been a long time tenant leasing office space in the Eastside Terminal and Hangar #9. He stated they are requesting to exercise the option on their leases for another five-year term with the 3% annual escalator.

Received Request from Spectrum Aeromed to Exercise Option to Extend Lease Agreements for Hangar #9 and Space in the Eastside Terminal: (Continued)

Mr. Chad Kost, Chief Operating Officer, Spectrum Aeromed, was recognized and gave a brief overview of Spectrum Aeromed and their operations. He stated the space has been good for them and they would appreciate the lease extension so they can continue to grow their business.

Mr. Blazek stated we appreciate that Spectrum is such a good tenant.

Ms. Linn suggested we include information on Spectrum in our next newsletter.

Mr. Blazek moved to approve the request from Spectrum Aeromed for a five-year lease extension for space in the Eastside Terminal and Hangar #9.

Second by Ms. Linn.

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

Received Request to Purchase ARFF Training Equipment:

Mr. David Bush, ARFF Fire Chief, was recognized and stated with the uptick in cargo operations on the field they feel it a necessity to purchase a penetration aircraft skin trainer. He stated the FAA requires that we have some sort of training program in place for piercing training. He stated he is recommending the purchase of a PAST Trainer from Airport Professional Services at a cost of \$10,860.00. He stated in talking with other fire chiefs around the country this equipment seems to be the industry standard. He stated the NDANG has authorized the installation of the unit on guard property.

Gen. Haugen moved to authorize the purchase of the P.A.S.T. Training System from Airport Professional Services based on their bid of \$10,860.00.

Second by Mr. Lind.

Mr. Bush stated this unit should meet our training requirements for 8-10 years.

Chairman Clark 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, July 17-18, 2018, Washington, DC:

Mr. Blazek moved to authorize attendance at the AAAE Legislative Conference, July 17-18, 2018, Washington, DC.

Second by Ms. Linn.

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

Authorized Attendance at the Great Lakes AAAE Chapter Annual Conference, July 26-29, 2018, Alexandria, MN:

Mr. Dobberstein stated this conference is scheduled the week of the Fargo Airsho so he does not think any staff members will be able to attend. He stated he is on the Great Lakes AAAE board so he will have to go to attend the board meeting.

Ms. Linn moved to authorize attendance at the Great Lakes AAAE Chapter Annual Conference, July 26-29, 2018, Alexandria, MN.

Second by Mr. Lind.

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

Received Landlord's Consent to Assignment between KFAR Hangar, LLC (Skatvold), Union State Bank, and the Municipal Airport Authority:

Mr. Dobberstein stated Mr. Andy Skatvold is in the process of building a hangar in the North General Aviation Area, and for financing purposes is requesting the Airport Authority's signature on a Consent to Assignment to Union State Bank. He stated Attorney Bossart has reviewed and approved the document.

Mr. Lind moved to authorize signature of the Consent to Assignment between KFAR Hangar and Union State Bank.

Second by Ms. Linn.

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 presented a Schematic Estimate for the skyway project. He stated because the plans for the skyway include eventually connecting to a parking ramp and because of the distance requirements for the ramp from the terminal building, we are going to eliminate one of the proposed entrance structures. He stated we are also looking at the entrance furthest south to be an alternate in the bid. He stated one of the main reasons for that far south structure was to be able to connect to a future parking lot south of the crossover road. He stated since we do not yet know the full extent that ride-sharing apps will have on parking at the airport we can make it an alternate, as that is a simple process. He added that as they have been developing the design drawings they have been able to add at least an additional foot to the clearance height so it is now closer to 16'.

Other Business:

Gen. Haugen was recognized and presented an updated Statement of Support for the Guard and Reserves to replace the current document from 2008 on display in the Boardroom.

Mr. Dobberstein congratulated Fargo Jet Center on once again been recognized by Aviation International News as one of the top fixed base operators in the world.

Mr. Dobberstein extended the Airport Authority's thanks and appreciation to Mead & Hunt. He stated their staff spent the day on May 1st picking up litter on the airport grounds.

Mr. Dobberstein stated we had a tabletop emergency disaster exercise last week and on June 12 we will be having the full-scale triennial exercise, as required by the FAA.

Mr. Dobberstein stated Frontier Airlines begins service May 15 and in talking with their properties people they are happy so far with their bookings.

Mr. Dobberstein stated he met with staff from the City of Fargo regarding the storm water fee that was proposed last year. He stated right now we are paying about \$900 per year. He stated the initial proposal would have been about \$16,000 per month but after significant revisions, that amount was reduced to about \$9,000 per month, and after further revision we are now looking at about \$2,048 per month, which would be for all tenants on the airport so he is not sure how much of that would be the Airport Authority's share. He stated the FAA is staying engaged in this process to make certain that any fees that will be charged are in line with their revenue use policies. He stated there are a number of other airports across the country in the same situation.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, June 12, 2018 at 8:00 a.m.

Time at adjournment was 8:33 am.

Regular Meeting

Tuesday

June 12, 2018

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 12, 2018, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Linn, Blazek, Lind, Clark
Absent: Haugen
Others: Bossart, Gehrig

Chairman Clark presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 8, 2018:

The minutes of the Regular Meeting of the Municipal Airport Authority held May 8, 2018, were approved without objection.

Approved the Airport Vouchers Totaling \$107,945.92:

Mr. Blazek moved to approve the airport vouchers totaling \$107,945.92.
Second by Ms. Linn.
On the call of the roll, members Linn, Blazek, Lind, Clark voted aye.
Absent and not voting: Haugen
The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Blazek moved to approve the individual voucher in the amount of \$555.00 to TL Stroh Architects for partial payment request for architectural services in connection with the Westside Terminal Exterior Metal Panel Replacement.
Second by Mr. Lind.
On the call of the roll, members Linn, Blazek, Lind, Clark voted aye.
Absent and not voting: Haugen
The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects

Mr. Blazek moved to approve the individual voucher in the amount of \$59,950.00 to TL Stroh Architects for partial payment request for architectural and engineering services in connection with the Elevated Walkway.

Second by Mr. Lind.

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

Absent and not voting: Haugen

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Blazek moved to approve the individual voucher in the amount of \$29,143.28 to Northern Improvement Company for Partial Payment Request No. 6 for repairs to Taxiway A, Project AIP47.

Second by Mr. Lind.

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

Absent and not voting: Haugen

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Blazek moved to approve the individual voucher in the amount of \$78,788.70 to Northern Improvement Company for Partial Payment Request No. 5 for construction of the Employee Parking Lot Reconstruction and Expansion Project.

Second by Mr. Lind.

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

Absent and not voting: Haugen

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Blazek moved to approve the individual voucher in the amount of \$7,610.50 to Flint Communications for partial payment request for 2018 Airport Marketing Program.

Second by Mr. Lind.

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

Absent and not voting: Haugen

The motion was declared carried.

Approved the Individual Voucher to Sixel LLC:

Mr. Blazek moved to approve the individual voucher in the amount of \$2,070.00 to Sixel LLC for Frontier Airlines passenger enplanements for May 2018.

Second by Mr. Lind.

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

Absent and not voting: Haugen

The motion was declared carried.

Approved the Individual Voucher to Olaf Anderson Construction:

Mr. Blazek moved to approve the individual voucher in the amount of \$44,269.00 to Olaf Anderson Construction for Partial Payment Request #2 for the south general aviation area apron revisions in connection with the Hangar 19 project.

Second by Mr. Lind.

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

Absent and not voting: Haugen

The motion was declared carried.

Received Communication from Voxtelesys to Lease Additional Space in the Eastside Terminal and Extend Lease Agreement:

The communication dated May 30, 2018 from Mr. Bruce Burke, Voxtelesys, was received and filed without objection.

Mr. Dobberstein stated Mr. Jim Shaw will be vacating his office space on the second floor of the Eastside Terminal effective June 15, 2018, and a current tenant on the second floor, Voxtelesys, would like to lease that office effective July 1 for three years and are requesting that the lease share the same term as their current lease.

Mr. Blazek moved to approve the request from Voxtelesys to lease additional space on the second floor in the Eastside Terminal effective July 1, 2018, and that the term line up with the current lease.

Second by Ms. Linn.

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

Received Communication from American Legion post 2 Requesting a Lease Extension for Their Eastside Terminal Space:

The communication dated May 24, 2018, from Sylvan Melroe, Commander of the American Legion Post No. 2 was received and filed without objection.

Mr. Dobberstein stated the Legion is requesting a one-year extension for their space in the Eastside Terminal.

Mr. Blazek moved to approve the one-year extension of the lease with the American Legion Post 2 for space in the Eastside Terminal.

Second by Ms. Linn.

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

Received Communications from Beaton Farms and Cass Clay Farms to Extend Farm Contracts:

The communications from Beaton Farms dated May 30, 2018 and Cass Clay Farms dated June 11, 2018, were received and filed without objection.

Mr. Dobberstein stated our current farm tenants, Beaton Farms and Cass Clay Farms, are requesting a three-year extension of their leases, which expire at the end of this season. He stated the parcels that Beaton Farms is leasing is in need of some drainage work, which they are willing to complete in exchange for a three-year extension.

Mr. Blazek stated both operators have been excellent tenants and he moved approval of the three-year extensions to both farm leases.

Second by Mr. Lind.

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

Authorized Purchase of Additional Seating for Departure Gate Areas:

Mr. Dobberstein stated with the addition of Frontier Airlines at Gate 5 we have found the need for additional seating. He stated the Herman Miller seating which we have currently can be purchased under GSA pricing from Inter Office.

Mr. Lind moved to approve the purchase of additional seating for departure gate areas based on GSA pricing submitted by Inter Office for a total of \$39,831.80.

Second by Ms. Linn.

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

Received Update from the ND Army National Guard Regarding Proposed Building Project:

Col. Clark Johnson, ND Army National Guard, was recognized and also introduced Mr. Tim Zerr, Zerr Berg Architects, and Mr. Josh Magelky, MBN Engineering, who are the design team for the proposed readiness center.

Col. Johnson stated the National Guard has a lease for 20+ acres on the north end of the airport and they have received \$32 million in funding for the readiness center and plan to break ground for that project in the spring of 2019.

Mr. Tim Zerr was recognized and reviewed the building and site plans for the ND Army National Guard readiness center.

Mr. Blazek asked if the facility will need access to the airfield for fixed wing aircraft.

Col. Johnson stated that is included in their long-range plans for the facility but would not be needed for at least 10 years

Mr. Dobberstein stated right now the Airport Authority has committed to leasing the property should funding come through for the project. He stated in order to finish the formal lease agreement we need legal descriptions, etc. He stated the FAA has approved the lease as an aeronautical use and the lease will be \$1.00 per year. He stated we would also need the Guard to make certain any plantings on the site are in compliance with FAA wildlife hazard requirements. He stated we can provide the Guard with a copy of the FAA guidelines.

Received Update from the ND Army National Guard Regarding Proposed Building Project:
(Continued)

Col. Johnson stated as far as a timeline they plan to bid the project in late December or January with bids in hand ready for award with a spring 2019 construction start, expecting the project to take 16-18 months.

Received Communication from Fargo Aircraft Maintenance/Hangar 19 Regarding Proposed Aircraft Fuel Operation:

The communication dated June 6, 2018, from Mr. David Sahl, Fargo Aircraft Maintenance, Inc., was received and filed without objection.

Mr. David Sahl was recognized and stated in order to facilitate Hangar 19 they would like to start a Jet A fuel club for tenants in their hangar as they feel this is a service that is needed. He stated to start they are looking at leasing a tank from Group VI and in the future install their own fuel tank.

Mr. Dobberstein stated the Group VI tanks have shareholders and those are the only people who can fuel aircraft from those tanks. Mr. Dobberstein stated that the FAA looks differently at those tanks that are owned by shareholders than a tank that would be owned by Fargo Aircraft Maintenance who would dispense fuel to customers. He stated the latter would be considered a public tank and that would add another inspection and proper training for those employees actually doing the fueling. He stated Group VI is considered a private tank.

Mr. Dobberstein stated the Fargo Aircraft Maintenance operating agreement requires that Mr. Sahl get approval from the board in order to provide fueling services. He stated right now he is authorized to do aircraft maintenance and storage of aircraft. He stated use of the tank would be restricted to owners/members and Fargo Aircraft Maintenance would not be able to dispense fuel into any other aircraft. He stated it is his understanding that they are looking to follow the Group VI model.

Mr. Sahl stated they also plan to purchase a fuel truck formerly used by Group VI which they are planning to sell. He stated they are still in the planning stages for the fuel truck. He added that they are just looking at Jet A for now.

Mr. Dobberstein stated the construction of Hangar 19 is almost complete and looks spectacular. He thanked Mr. Sahl and Mr. Rick Berg for their investment.

Mr. Berg was recognized and stated part of their goal was to dress up that part of the airport and make people driving on 19th Avenue North aware that it is part of the airport. He stated they expect a certificate of occupancy by the end of the month.

Ms. Linn moved to allow the lease agreement with Fargo Aircraft Maintenance to be amended to add non-public fueling services.

Second by Mr. Blazek.

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

Received Communication from the North Dakota Aeronautics Commission Regarding 2018 Grant Award:

The communication from the ND Aeronautics Commission showing the Air Carrier Airport Grand Awards for 2018 was received and filed without objection.

Mr. Dobberstein stated we requested a total of \$339,919.00 and were awarded \$322,146.00 for the Taxiway A and A1 Reconstruction Project, AIP47. He stated those items we requested that were not funded will be added to next year's application.

Received Preliminary CY2019 Budgets for Operations and Maintenance and Construction Funds:

Mr. Dobberstein presented and reviewed he preliminary CY2019 budgets for Operations and Maintenance, and the Construction Fund. He stated the Construction Fund involves federal funding and it is almost impossible at this time of the year to know those amounts so these are just estimates.

Mr. Dobberstein stated if there are any significant changes he will bring those back to the board.

Mr. Dobberstein stated at the next meeting the board will certify the mill levy to the City of Fargo. He stated that state statute allows the Airport Authority to levy four mills but he is recommending two mills.

Mr. Blazek moved to accept the proposed CY2019 Budgets for Operations and Maintenance and Construction Funds.

Second by Ms. Linn.

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

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated we are waiting for materials for the exterior metal panel replacement project on the Westside Terminal.

Mr. Dobberstein stated we had a failure in a portion of concrete on Taxiway H at Taxiway C. Mr. Jeff Klein, Mead & Hunt, got a bid from Northern Improvement for \$5,939.00 to repair the area. He stated we would coordinate with the North GA hangar owners as Fargo Jet Center has offered to park aircraft on their ramp during construction.

Ms. Linn now absent.

Other Business:

Mr. Dobberstein stated he attended the ACI Jumpstart Conference in Cleveland, OH, June 4-6. He stated he had some good meetings with airlines on service but the major topic of discussion was the pilot shortage.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, June 26, 2018.

Time at adjournment was 8:48 a.m.

Regular Meeting

Tuesday

June 26, 2018

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 26, 2018 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Linn, Blazek, Lind, Haugen

Absent: Clark

Others: Bossart

Vice-Chairman Haugen presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 12, 2018:

The minutes of the Regular Meeting of the Municipal Airport Authority held June 12, 2018 were approved without objection.

Approved the Airport Vouchers Totaling \$50,577.87:

Mr. Blazek moved to approve the airport vouchers totaling \$50,577.87.

Second by Ms. Linn.

On the call of the roll, members Linn, Blazek, Lind, Haugen voted aye.

Absent and not voting: Clark

The motion was declared carried.

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

Ms. Linn moved to approve the individual voucher in the amount of \$1,650.00 to the Greater Fargo-Moorhead Economic Development Corporation for the 2018 Focus Investment.

Second by Blazek.

On the call of the roll, members Linn, Blazek, Lind, Haugen voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Moorhead Electric:

Ms. Linn moved to approve the individual voucher in the amount of \$85.00 to Moorhead Electric for utility locates in connection with the Employee Parking Lot Reconstruction and Expansion Project.

Second by Mr. Blazek.

On the call of the roll, members Linn, Blazek, Lind, Haugen voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting LLC:

Ms. Linn moved to approve the individual voucher in the amount of \$3,824.09 to Sixel Consulting LLC for payment request for consulting services in connection with the ACI Jumpstart Conference, June 4-6, 2018, Cleveland, OH.

Second by Mr. Blazek.

On the call of the roll, members Linn, Blazek, Lind, Haugen voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Ms. Linn moved to approve the individual voucher in the amount of \$8,564.43 to Mead & Hunt for partial payment request for engineering services in connection with the Employee Parking Lot Reconstruction and Expansion Project.

Second by Mr. Blazek.

On the call of the roll, members Linn, Blazek, Lind, Haugen voted aye.

Absent and not voting: Clark

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Ms. Linn moved to approve the individual voucher in the amount of \$36,896.26 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A and A1 Reconstruction Project, AIP47.

Second by Mr. Blazek.

On the call of the roll, members Linn, Blazek, Lind, Haugen voted aye.

Absent and not voting: Clark

The motion was declared carried.

Received Request from ND American Legion Auxiliary Regarding Lease Extension for Eastside Terminal Office:

The communication dated June 8, 2018 from Marcy Schmidt, Department Secretary, ND American Legion Auxiliary, was received and filed without objection.

Mr. Dobberstein stated the Auxiliary has been a tenant in the Eastside Terminal for a few years now and is requesting a one-year extension of their lease. Mr. Dobberstein stated the standard 3% escalator will apply.

Mr. Blazek moved to approve the request from the ND American Legion Auxiliary for a one-year extension to their lease for space in the Eastside Terminal.

Second by Mr. Lind.

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

Received Change Order #3 to Taxiway A and A1 Reconstruction Project, AIP47, for an Increase of \$11,300.00 for Guidance Sign Modifications:

Mr. Dobberstein stated Change Order #3 to the Taxiway A and A1 Reconstruction Project, AIP47, is to comply with a request from the FAA control tower and the FAA certification inspector to change signage at the east entrance to the cargo apron at a cost of \$11,300.00.

Mr. Blazek moved to approve Change Order #3 to Project AIP47, as requested by the FAA.

Second by Mr. Lind.

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

Received Change Order #1 to the Employee Parking Lot Reconstruction and Expansion Project for an Increase of \$2,444.75 for Guardrail Relocation:

Mr. Dobberstein stated the Employee Parking Lot Reconstruction and Expansion Project is almost complete. He stated Change Order #1 for an increase of \$2,444.75 is to move an existing guardrail in order to create more space to more effectively remove snow. The new guardrail location will be within the footprint of the existing concrete.

Ms. Linn moved to approve Change Order #1 for an increase of \$2,444.75 to the Employee Parking Lot Reconstruction and Expansion Project.

Second by Mr. Blazek.

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

Received Update Regarding Proposed Storm Water Fee Structure Changes (Roger Kluck, City of Fargo, Presenting):

Mr. Dobberstein introduced Mr. Roger Kluck and Mr. Jody Bertrand from the Storm Water Division of the Engineering Department of the City of Fargo.

Mr. Kluck was recognized and stated for about the last 18 months the Storm Water division has been looking at how the city's storm water fees are generated and as part of that they hired the engineering firm AE2S to conduct a study to look at income generated, costs expended and how we can better fund this division. He stated right now their base budget is

Received Update Regarding Proposed Storm Water Fee Structure Changes (Roger Kluck, City of Fargo, Presenting): (Continued)

\$1.7 million, which covers four staff members required to maintain all of the flood control system within the city. He stated we currently have 78 pump stations throughout the city. He stated they also maintain the legal drains within the city jurisdiction.

Mr. Kluck stated in addition to the budget they also receive special assessment dollars for drain projects.

Mr. Kluck stated the current monthly fee for residential properties is \$3.00 and for commercial properties it is \$15.00 per month per water meter. He gave the example of West Acres, who has only two water meters so they pay only \$30.00 per month for a storm water fee even though they are one of the properties in the city that generates the most amount of storm water. He stated they are looking at the entire city and all of the impervious surfaces, hard surfaces, roofs, etc., and how we can charge those property owners that generate a bigger share of the storm water a bigger share of the cost.

Mr. Kluck distributed a handout on the Storm Water Utility Fee Study. He stated they tried to implement the new fee structure in 2018 but they are now looking at 2019 so that the larger public entities are able build the additional costs into their budgets. He reviewed existing storm water spending vs. proposed sources. He stated right now they are trying to mitigate the effects to the major storm water generators (Airport, Fargo Park District, City of Fargo, Fargo School District, and NDSU). He stated they have looked at a tiered system. He stated the residential fee has been \$3.00 for 15 years so they are looking at increasing that to \$4.00 a month.

Mr. Kluck stated the Airport is currently paying a little over \$900 per year and that would increase to a little over \$2,000 per month. He stated the original proposal last year without the tiered approach was about \$15,000 per month.

Mr. Kluck stated he knows there have been questions relative to the legal drains within the city. He stated every property owner in Cass County pays storm water charges to the Southeast Cass and while they have helped us from time to time with repairing slides, etc., the lion's share of the maintenance is done by the City of Fargo.

Mr. Blazek asked Mr. Kluck if the City of Fargo maintains the county drains.

Mr. Kluck stated yes, within the city limits.

Mr. Blazek asked if that is an elective decision the City has made or does the County require that of the City?

Mr. Kluck stated he has been in this position only 18 months so he is not certain how or when that agreement was reached but that is the agreement in place.

Mr. Dobberstein asked Mr. Kluck if he was present at the meeting of the Southeast Cass Water Resource District on May 8, 2018, when board member Mr. Ken Pawluk (also former MAA board members) asked where the agreement between the City of Fargo and the Southeast Cass Water Resource District was?

Mr. Kluck stated he was at that meeting.

Mr. Dobberstein stated the FAA has to review all impact fees paid by airports and their question is why we are paying drain maintenance fees both to Southeast Cass and to the City of Fargo. He stated the Airport Authority will need a copy of the agreement between Southeast Cass and the City of Fargo in order to provide it to the FAA. He stated they will not allow us to pay both

Received Update Regarding Proposed Storm Water Fee Structure Changes (Roger Kluck, City of Fargo, Presenting): (Continued)

entities for the same service. He stated we need clarity on who is providing what service. He added that the Airport Authority has been maintaining the county drains on airport property.

Mr. Bertrand was recognized and stated the City of Fargo does the general maintenance and the mowing that Southeast Cass does not do. He stated it is two entities working together on the maintenance of the drains and does not think anyone is paying twice for the same service.

Mr. Dobberstein stated it would be in the best interest of both the City of Fargo and Southeast Cass to have an official agreement in writing. He stated that is what the FAA is requesting to see. He stated the proposed fee of \$2,048 per month is for all of the tenants on the airport property so he does not know how much of that would be the Airport Authority's share.

Mr. Kluck stated they would work with the Airport Authority on calculating a formula for those fees for each entity.

Mr. Kluck indicated he would visit with the City Administrator regarding a written agreement between the City of Fargo and Southeast Cass.

Received Communication from The Arts Partnership Regarding Proposed Airport Art Project:

Ms. Dayna Del Val, President & CEO, The Arts Partnership was recognized and also introduced Ms. Tania Blanich, Director of Operations.

Ms. Del Val stated The Arts Partnership is the local area arts council and represents local artists, art non-profits and art related businesses. She stated they advocate for arts in the community. She stated The Arts Partnership has had an advertisement near the top of the up escalator in the terminal for a number of years. She showed some examples of art displays and exhibits in other airports around the country. She stated one reason for having art in an airport terminal is to help passengers relieve anxiety about flying. She showed photos of the art display in the Rapid City Airport, which would be on a similar scale as what they are proposing for Fargo.

Ms. Del Val showed a photo of the wall space on the west end of the airport near baggage claim and there is a lot of wall space and light in that area. She stated they are proposing to hang art above the baggage area, which would eliminate the need for security for the art as it would be out of reach. She stated the art would be for sale and they would change the display about three times per year. She stated there would also be a thumbnail at eye level showing the pieces and giving details on each.

Ms. Del Val stated they would also like to display some pieces in the Departure Lounge and those pieces would not be originals but would be prints.

Ms. Del Val stated they think they can accomplish this one-year pilot program for about \$3,000 and they are requesting the Airport Authority participate with \$1,500. She added that the art would be appropriate for the public and will fit with the tone and tenor of the airport. She stated at the end of year one we can take a look at it and see how it worked for both parties.

Mr. Blazek moved to authorize the Executive Director to spend up to \$1,500.00 to negotiate the one-year pilot art program in the terminal with The Arts Partnership.

Second by Linn.

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

Received Proposal to Replace Ceiling Panels Above the Security Checkpoint:

Mr. Dobberstein stated the ceiling panels above the security checkpoint have been delaminating. He stated the company that manufactured the panels has gone out of business so we are looking for another solution.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they have been monitoring the condition of the panels for a number of years. He stated the problem started after the warranty on the product was up. He stated TF Powers did some repairs a couple of times. He stated ceiling manufacturers no longer use real wood on curved panels so it has obviously been a problem industry wide.

Mr. Stroh stated the original installer was Flament Ulman who is one of the best ceiling and flooring companies in town. He stated after reviewing a number of products they are recommending an Armstrong perforated wood look metal panel, which is segmented. He stated the product is acoustical so it will absorb sound.

Mr. Stroh stated he proposed to Flament Ulman that the project should be done on a time and materials basis as a lot of the project has to do with how many times they will have to assemble and disassemble their scaffolding. He stated it will take almost 12 weeks to get the materials and traffic shows down in September, which will help the project, so the timing is right. He stated the checkpoint is a difficult place to work because scheduled vary so coordination will be important.

Mr. Stroh stated the \$89,000 is a not to exceed price, but the time and materials basis would be the most fair to both the contract and the airport. He added that we will not have to move any of the light fixtures in the area. He also stated that TL Stroh will not be charging any architect fees. He added that the project is expected to take about two weeks.

Mr. Blazek moved to accept the proposal from Flament Ulman to replace the curved ceiling clouds at the checkpoint on a time and material basis, not to exceed \$89,000.00.

Second by Ms. Linn.

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

Mr. Dobberstein stated this will qualify for a sole source exception to our purchasing policy. He stated normally for this amount we would get three bids.

Vice Chairman Haugen stated he wished the TSA were here to comment on any concerns they have with scaffolding and their equipment but we will trust that they will offer their full cooperation on the project.

Discussed Payroll/HR Services Options:

Mr. Dobberstein stated as we continue our discussion with the City of Fargo and work on a Memorandum of Understanding between the City of Fargo and the Municipal Airport Authority we will hopefully see this move forward now that the election is over. He stated ProResources would like to make a presentation to the Airport Authority on their HR and payroll services at our meeting on July 10. He stated if this is a direction we are going to take there will be a lot of work to be done before January 1.

It was the consensus of the board to have ProResources make a presentation at our meeting on July 10.

Mr. Dobberstein stated he was contacted by Commissioner Piepkorn and he advised that he will be the City Commission's new liaison to the Airport Authority starting at our July 10 meeting.

Certified Mill Levy to the Board of City Commissioners for 2019 Improvements, per Section 2-06-14 of the North Dakota Century Code:

Ms. Linn moved to certify to the Board of City Commissioners a mill levy amount of \$1.2 million, not to exceed 2.0 mills, as per Section 2-06-14 of the North Dakota Century Code, for 2019 improvements.

Second by Mr. Lind.

All members present voted and the motion was declared carried.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated the Employee Parking Lot Reconstruction and Expansion Project is mostly complete, with the exception of some landscaping on the reconstructed lot and the sealcoat on the second lot.

Mr. Dobberstein stated Northern Improvement did complete some repairs to the pavement on Taxiway H and that taxiway is again open for use.

Other Business:

Airport Fire Chief David Bush gave a summary of the Triennial Emergency Exercise conducted on June 12. He indicated it was very successful with 200 participants and 78 volunteers portraying victims.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, July 10, 2018 at 8:00 a.m.

Time at adjournment was 9:06 a.m.