

Annual Meeting

Tuesday

January 22, 2019

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 22, 2019, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Vice Chairman Haugen presiding.

Approved the Minutes of the Regular Meeting Held December 11, 2018:

The minutes of the Regular Meeting of the Municipal Airport Authority were approved as amended.

Approved the Airport Vouchers Totaling \$173,097.57:

Mr. Blazek moved to approve the airport vouchers totaling \$173,097.57.  
Second by Mr. Lind.  
On the call of the roll, members Blazek, Lind, Haugen voted aye.  
Absent and not voting: Linn, Clark  
The motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Lind moved to approve the individual voucher in the amount of \$3,528.00 to Sixel Consulting Group for Frontier passenger enplanement fees - December 2018.  
Second by Mr. Blazek.  
On the call of the roll, members Blazek, Lind, Haugen voted aye.  
Absent and not voting: Linn, Clark  
The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Lind moved to approve the individual voucher in the amount of \$87,200.00 to TL Stroh Architects for partial payment request for architectural and engineering services in connection with the Elevated Walkway.

Second by Mr. Blazek.

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

Absent and not voting: Linn, Clark

The motion was declared carried.

Received Communication from F-M CVB Regarding Information Center:

The communication dated January 3, 2019, from Charley Johnson, President/CEO of the FM Convention & Visitors Bureau, was received and filed without objection.

Mr. Dobberstein stated the CVB is requesting the Airport Authority participate in \$6,000 of the cost of the employees at the Airport Information Center. He stated we have done this in the past. He stated they have a great group of people working at the Information Center and they help take away many of the phone calls to our office.

Mr. Blazek moved to approve the payment of \$6,000 to the FM CVB to defray the cost of the employees at the Airport Information Center.

Second by Mr. Lind.

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

Received Proposed Encroachment Agreement with AutoBAHN for SE Cass Drain No. 10:

The communication dated December 21, 2018, from Sean Fredricks, Ohnstad Twichell Law Firm, was received and filed without objection.

Mr. Dobberstein stated Mr. Fredricks represents the SE Cass Water Resource District. He stated AutoBAHN is the local consortium of car rental agencies (Budget, Avis, Hertz, National) that was formed a number of years ago to build the service facility west of the terminal building. He stated AutoBAHN is looking at building an addition to the facility but before they can make the request to the Airport Authority, they would need to get approval from Southeast Cass, due to the proximity of the facility to County Drain 10 and the resulting encroachment.

Mr. Dobberstein stated Mr. Fredricks provided a draft Encroachment Agreement between Southeast Cass, AutoBAHN and the Municipal Airport Authority. He stated any issues that this addition would cause to the drain in the future would be covered in another agreement with AutoBAHN, because they will have to request an amendment to their lease with the MAA for additional square footage. He stated that lease amendment would contain a hold harmless agreement for the MAA. He stated this Encroachment Agreement would be the first step for AutoBAHN in the process for the building addition.

Attorney Stacey Bossart was recognized and stated the only thing that jumped out to her during her review of the agreement was the joint and severable liability language. She stated unless you are the lawyer incorporating that, lawyers don't like it. She stated that language means that if something goes wrong, both owner and tenant can be held responsible. She stated we do have the hold harmless language in our lease with AutoBAHN so the MAA would be covered.

Received Proposed Encroachment Agreement with AutoBAHN for SE Cass Drain No. 10: (Cont'd)

Mr. Blazek stated AutoBAHN appears to be a shell amongst all of the car rental agencies. He asked if there was another layer of protection should AutoBAHN go bankrupt and leave us with any problems. He stated he would like to see another layer of protection.

Vice Chairman Haugen asked if it is likely that the county is going to grant this request.

Attorney Bossart stated she believes they will.

Mr. Dobberstein indicated he supports this request.

Mr. Blazek moved to approve the proposed Encroachment Agreement with AutoBAHN and Southeast Cass Water Resource District.

Second by Mr. Lind.

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

Received Request from ND Aviation Council Regarding 2019 Upper Midwest Aviation Symposium Sponsorship:

Mr. Dobberstein stated the Upper Midwest Aviation Symposium will be held March 3-5, 2019, in Bismarck. He stated his recommendation is the Ground Control Sponsor for \$2,000.

Mr. Blazek moved to approve the \$2,000 Ground Control Sponsorship of the 2019 Upper Midwest Aviation Symposium.

Second by Mr. Lind.

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

Received Notice from US DOT Regarding Extension of Small Community Air Service Development Program Grant:

Mr. Dobberstein stated the US DOT has extended the Small Community Air Service Development Program Grant, which was issued to us September 15, 2017. The grant has been extended until January 11, 2020. He stated the purpose of this grant is to secure service to Seattle. He stated our partners in this grant are the Greater FM Economic Development Corporation and the FM Convention and Visitors Bureau.

Amendment No. 1 to the grant was received and filed without objection.

Authorized Attendance at the Jumpstart Air Service Conference, June 3-5, 2019, Nashville, TN:

Mr. Blazek moved to authorize attendance at the Jumpstart Air Service Conference, June 3-5, 2019, Nashville, TN.

Second by Mr. Lind.

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

Authorized Attendance at the AAAE Annual Conference, June 16-19, Boston, MA:

Mr. Blazek moved to authorize attendance at the AAAE Annual Conference, June 16-19, 2019, Boston, MA.

Second by Mr. Lind.

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

Airport Construction and Security Update:

Mr. Dobberstein stated the FAA is reviewing our application for a \$12 million grant for the expansion of our air cargo apron. He stated Senator Hoeven did provide a letter of support and hopefully our chances are good and we hope to hear something by the end of the month.

Mr. Dobberstein stated Strata Corporation has ordered all of the equipment for the lighting rehabilitation on Dakota Drive.

Received Update on Proposed Skyway:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated he is here today to update the board on the design for the skyway and to review the construction estimate. Mr. Stroh stated the biggest change since the last presentation is how we are going to terminate the skyway into the terminal itself. He stated they are now proposing to cantilever the truss and it will meet the building but not be physically supported by the terminal building structure. He stated this has simplified the structure and is a less expensive option.

Mr. Stroh stated there is a major 8" water line coming into the terminal building. He stated they have decided to use helical piers for less disturbance to the area. He stated the design as far as the number of columns has not changed since the last presentation. He stated they have added a column inside the terminal building, which will support the walkway entry within the building, which will match the existing columns in the building. He stated they do not anticipate this to cause any disruption to the flow of passengers.

Mr. Stroh stated they have been working with Mead & Hunt to come up with various options for staging during the construction.

Mr. Jeff Klein, Mead & Hunt, reviewed the three options for the temporary road configurations in front of the terminal during construction. After review of the advantages and disadvantages of each option, he indicated the least preferred option is #3

Mr. Stroh stated they anticipate the disruption in front of the terminal building to last 3-4 months. He stated they will work with Mr. Dobberstein and Mr. Anderson on what they feel would be the best option.

Mr. Stroh reviewed the construction estimate as follows:

General Construction	\$ 9,585,000
Mechanical Construction	789,223
Electrical Construction	944,625

Received Update on Proposed Skyway: (Continued)

Electrical System (outside Contract)	200,000
Civil Construction	901,919
Sub-Total Construction Costs	\$12,420,767
Contingency - 5%	621,038
<b>TOTAL CONSTRUCTION COST ESTIMATE</b>	<b>\$13,041,805</b>

Mr. Stroh stated this estimate does not include any emergency (generator backup) power.

## Estimated Annual Operational Costs:

Elevator Maintenance Contracts	\$ 5,400
HVAC Annual Costs	\$ 105,740
Maintenance Cost/Cleaning	\$ 30,000

In answer to a question from Mr. Lind, Mr. Stroh indicated they anticipate construction time would be 14-15 months.

Vice Chairman Haugen stated the Airport Authority has been looking at this project for longer than he has been on the board. He stated we continue looking at what we plan to do for parking and how to fund the skyway and possibly a parking ramp, but we still don't know what the full impact Uber and Lyft will have on parking at the airport. He stated maybe we are better off taking the \$13 million and adding a new gate to the terminal building.

Mr. Stroh stated right now the project is ready to be bid at the end of February.

Mr. Piepkorn stated he apologized but had to leave for another meeting this morning.

Vice Chairman Haugen asked if he had any comments before he leaves.

Mr. Piepkorn indicated he did not.

Mr. Stroh stated they have met with Mr. Dave Anderson, FAA Airports District Office in Bismarck, presented them with the plans and estimate and are waiting for their response.

Mr. Dobberstein stated even though this project would be eligible for FAA AIP grant funding, he proposes we look at using PFC funding. He stated the optional items could be funded through the PFC program as well. He stated at the end of the day the cost to the airport would be zero. It would be funded by passengers through PFC charges. He stated the FAA is reviewing the project right now for eligibility. He stated there are things that we can do to get the security system and eFIDS included, which is all part of the passenger experience.

Vice Chairman Haugen stated he is trying to envision the timeline from when this project is paid off and when we find ourselves in a position where we need another gate. He asked how long it would be before we would have more funds available.

Mr. Dobberstein stated we always have the option to borrow or bond for additional funds. He stated we have a lot of options in the future to do that.

Mr. Blazek stated so much depends on the possible additional federal funding (Trump grants) and the ND Prairie Dog Program. He stated those funds would go a long way to pay for the cargo

Received Update on Proposed Skyway: (Continued)

ramp expansion and also terminal building expansion. He stated it is a matter of prioritizing our expenses over the next ten years and coming up with funding sources. He stated the nice thing is that we are debt-free right now and that is huge. He thanked Mr. Dobberstein for his foresight on that.

Mr. Blazek suggested that we have a special meeting at which the topic of the capital improvement plan for the next ten years is the only agenda item. He stated he feels we could really have some dialogue in that setting.

Vice Chairman Haugen agreed that is a good idea.

Mr. Lind stated he would like to see the project bids first.

Vice Chairman Haugen stated we will come up with a date that will work for all board members and then schedule a special meeting.

Mr. Dobberstein stated there will be only one regular meeting and that is February 26.

Resolution of Congratulations to the ND Air National Guard on Receiving their 20th Outstanding Unit Award:

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

WHEREAS, The 119th Wing of the North Dakota Air National Guard, located on Hector International Airport, Fargo, ND, has just been presented the Air Force Outstanding Unit Award, and

WHEREAS, This is the 20th time the 119th Wing has been given the Air Force Outstanding Unit Award, which is unprecedented, and

WHEREAS, The Municipal Airport Authority is proud of its long and valued relationship with the 119th Wing and does appreciate their presence on the airport.

NOW, THEREFORE BE IT RESOLVED, That the Municipal Airport Authority extends its sincere congratulations to the men and women of the 119th Wing and are confident this award will not be the last.

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 the Commander of the 119th Wing.

Second by Mr. Lind.

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

Elected Chairman of the Municipal Airport Authority for Calendar Year 2019, as per Bylaws:

Mr. Blazek moved to elect Gen. Mike Haugen Chairman of the Municipal Airport Authority for calendar year 2019, as per bylaws.

Second by Mr. Lind

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

Elected Vice Chairman of the Municipal Airport Authority for Calendar Year 2019, as per Bylaws:

Mr. Blazek moved to elect Ms. Tammy Linn Vice Chairman of the Municipal Airport Authority for calendar year 2019, as per bylaws.

Second by Mr. Lind.

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

Adopted Resolution of Appreciation to Outgoing Chairman, Dr. Virginia Clark Johnson:

Mr. Lind offered the following resolution of appreciation to Dr. Virginia Clark Johnson and moved its adoption:

WHEREAS, Dr. Virginia Clark has just completed a year as Chairman of the Municipal Airport Authority, and

WHEREAS, During Dr. Clark's term as Chairman, the Municipal Airport Authority and Hector International Airport have enjoyed another successful year of continued growth and expansion, and

WHEREAS, Dr. Clark's dediCAR II and commitment to the Municipal Airport Authority, Hector International Airport, its passenger, tenants and other stakeholders of the airport, have been consistently displayed under her leadership.

NOW, THEREFORE BE IT RESOLVED, That the Municipal Airport Authority does hereby commend Dr. Virginia Clark for her effective efforts and thanks her for her dedicated 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 Dr. Virginia Clark Johnson.

Second by Mr. Blazek.

All members present voted aye and 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, February 26, 2019.

Time at adjournment was 8:54 a.m.

Note: Special Meeting has been scheduled for Monday, February 25, 2019 at 3:00 pm.

Special Meeting

Monday

February 25, 2019

A Special Meeting of the Municipal Airport Authority was held Monday, February 25, 2019, at 3:00 pm in the Airport Boardroom.

The members present or absent were as follows:

Present: Linn, Blazek, Lind, Clark (via telephone), Haugen  
Absent: None  
Others: Bossart

Chairman Haugen presiding.

Discussed Capital Improvement Plan and Reviewed Future Funding Sources:

Chairman Haugen stated at the last meeting the board members requested this special meeting at which we will discuss our Capital Improvement Plan and review the future funding sources for these projects.

Mr. Dobberstein stated the board members received the 2019 Capital Improvement Plan which was submitted to the FAA for potential projects through 2034. He stated Mr. Jeff Klein, Mead & Hunt, has prepared a power point presentation reviewing where the airport gets its funding for construction and improvements.

Mr. Klein reviewed the proposed projects for 2019:

- Elevated walkway
- Cargo Apron Expansion – Phase IV
- Snow Removal Equipment Replacement
- Runway 36 Special Authorization CAT II – Justification Study
- Snow Removal Equipment Building Expansion – Design

Mr. Klein stated the Elevated Walkway is eligible for FAA/AIP funding but the plan has been if the board moves forward with the walkway to fund the project with PFC funding, since there are so many other AIP eligible projects which would carry a higher priority with the FAA. He stated we have submitted an application for additional federal grant funds for the Cargo Apron Expansion – Phase IV. He stated estimated cost of the expansion is \$15 million and our grant application was for \$12 million.

Mr. Dobberstein stated the Snow Removal Equipment (SRE) replacement includes brooms, plows and trucks, etc. needed to maintain the airport.

Discussed Capital Improvement Plan and Reviewed Future Funding Sources: (continued)

Mr. Klein stated in order to move forward with the Runway 36 Special Authorization Cat II Project we would first need to complete the Justification Study, which is proposed for 2019. The final item on the 2019 list is the design for the expansion of the Snow Removal Equipment Building (Maintenance Shop). The expansion project is shown in the 2020 schedule on the CIP.

Mr. Dobberstein stated it would be helpful for the board members to take a quick tour of the shop to see how much an expansion project is needed.

Mr. Blazek stated we might consider fast tracking the expansion of the SRE Building and do a design/build so we could be in the building by spring of 2020.

Mr. Terry Stroh, TL Stroh Architects, stated construction of an expansion to the current building or a new building is the type of construction that would be able to be done fairly quickly. He stated usually any delay is with waiting for materials.

Mr. Klein briefly reviewed the remaining projects through 2034. He noted the projects that are not eligible for any federal funding (AIP or PFC), a parking garage, rental car lot rehabilitation and expansion, parking lot rehabilitation and expansion.

Mr. Dobberstein stated we could see projects that we are not aware of at this point added to the plan next year. He added this is a working document that is subject to change at any time. He stated construction and improvements at the airport are never done.

Chairman Haugen asked the board members to review all of the information received today and be ready to make decisions at the meeting in the morning.

The Special Meeting was adjourned until the next Regular Meeting to be held Tuesday, February 26, 2019 at 8:00 a.m.

Time at adjournment was 4:11 p.m.

---

---

Regular Meeting

Tuesday

February 26, 2019

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 26, 2019, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Haugen presiding.

Chairman Haugen stated if there is no objection we will move Items 14 and 10 up in the agenda order. There was no objection.

Approved the Minutes of the Annual Meeting Held January 22, 2019:

The minutes of the Annual Meeting of the Municipal Airport Authority held January 22, 2019, were approved without objection.

Approved the Airport Vouchers Totaling \$154,151.72:

Mr. Blazek moved to approve the airport vouchers totaling \$154,151.72.  
Second by Mr. Lind.  
On the call of the roll, members Linn, Blazek, Lind, Clark, Haugen voted aye.  
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel, LLC:

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

Approved the Individual Voucher to Sixel, LLC:

Mr. Blazek moved to approve the individual voucher in the amount of \$3,224.00 to Sixel, LLC for January passenger enplanement fees for Frontier Airlines.

Second by Ms. Linn.

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

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

Approved the Individual Voucher to EideBailly:

Mr. Blazek moved to approve the individual voucher in the amount of \$2,050.00 to EideBailly for accounting services for the CY2017 PFC audit.

Second by Ms. Linn.

On the call of the roll, members Linn, Blazek, Lind, Clark, Haugen 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 \$204,920.00 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, Clark, Haugen 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 \$10,447.89 to Mead & Hunt for partial payment request for engineering services in connection with the Dakota Drive Lighting Rehabilitation Project, AIP48.

Second by Ms. Linn.

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

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

Approved the Individual Voucher to Flint Group - \$15,024.19:

Mr. Blazek moved to approve the individual voucher in the amount of \$15,024.19 to Flint Group for partial payment request for 2019 Airport Marketing Program.

Second by Ms. Linn.

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

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

Continued Discussion Regarding CenturyLink Easement Request for South General Aviation Area (UPS):

Mr. Dobberstein stated this request from CenturyLink for an easement in the south general aviation area along the south side of 23<sup>rd</sup> Avenue North was tabled at a previous meeting. He stated since that meeting CenturyLink and UPS have worked out the details and UPS does want this fiber line installed. He stated there is not currently an easement in the south boulevard along 23<sup>rd</sup> Avenue North. He added that plans showing the actual location will be provided after the line is installed.

Mr. Blazek moved to approve the request from CenturyLink for an easement along the south boulevard of 23<sup>rd</sup> Avenue North.

Second by Dr. Clark.

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

Received Update on Proposed Skyway:

Chairman Haugen stated the Airport Authority met yesterday in a special meeting to discuss the Airport Capital Improvement Plan out to 2034 and had a power point presentation on the various funding sources for capital improvements. Chairman Haugen stated we were at the point of deciding whether or not to solicit bids for the skyway project. He stated the big question mark at this time is how much funding, if any, we will receive from the \$12 million application we submitted for the federal transportation grant program to expand the cargo apron to accommodate the UPS operation. He stated he would like us to wait with a decision to move forward on the skyway until we have a determination from the FAA on the funding for the cargo apron expansion. He stated he would like to delay the decision at least one month.

Mr. Dobberstein stated our snow removal equipment needs total about \$2.7 million. He stated that would include one chemical truck with a plow, one blower and two brooms.

Mr. Blazek stated he would agree with the Chairman's assessment, however, he is not as optimistic that we would be able to delay the skyway for only a month. He would estimate more like a year. He stated after yesterday's discussion he feels the Snow Renewal Equipment Building expansion is more important right now. He stated the design of the skyway was money well spent. He stated the TL Stroh team did a wonderful job on the design and we needed this information to move forward with any future parking structure.

Mr. Dobberstein stated we asked for \$12 million for the cargo ramp expansion in this supplemental federal grant program and our application is in round #2 of consideration. He stated we have committed our \$3 million in entitlement funds for the project so if we receive only \$9 million we will have to commit two years of entitlement funds or \$6 million. He stated that basically means that every project on our CIP plan gets moved down one year. He added in that case we would need to have adequate funds on hand to cover construction until we receive 2020 grant funds.

Mr. Lind stated he also agrees that we should shelve the skyway for a while. He stated it is a fantastic blueprint and it's not like we are throwing it away. He stated the time is not right. He stated he would give the cargo ramp expansion and the SRE building and equipment a higher priority.

Received Update on Proposed Skyway: (Continued)

Ms. Linn stated reviewing the CIP through 2034 was a real eye-opener for her to look at all of the long term plans. She stated she did not understand the depth of the planning and the process that is involved with the airport so she doesn't think the public really understands the depth. She stated when you look at the walkway and look at the other projects in the CIP, the walkway is really a want rather than a need. She stated there are some very important projects that need to be done in the next two to three years.

It was the consensus of the board to delay the skyway project.

Reviewed 2019 Airport Marketing Plan with Flint Communications:

Ms. Tara Olson, Flint Communications, was recognized and introduced other team members Kristen Rheault and Sadie Rudolph.

Ms. Olson reviewed the social media summary for 2018 and goals for 2019. She stated we saw an increase in the social media following of about 13.5% over 2017 and the goal for 2019 is to continue that growth. She stated they also plan to continue interacting with passengers, helping them with timely information and updates. She stated we are in Year #2 of the three-year creative campaign for which the theme is "Reasons to Fly FAR".

Ms. Kristen Rheault was recognized and reviewed the budget spreadsheet for television, radio, print and online media. She stated the largest portion of the advertising goes to television with radio second. She stated they are proposing to pull some of the advertising out of radio and moving it to social media. She stated radio consists of mainly the 60 second live interactives.

Mr. Lind stated he is looking for our advertising and he is not finding it. He stated he sees something once in a while on television but he does not think the word on the complimentary shuttle service from the parking lot was getting out. He stated he would like to see more radio advertising and less television. He stated he would like to focus on the amenities at the airport rather than low fares. He added he would like to see the television spots take a different direction. He stated he think everyone knows that you can get anywhere in the world from Hector International Airport. He stated he wants to get passengers to park their cars at the airport. He stated he is not discounting what Flint is doing, he just would like to see the message shift a little.

Ms. Olson stated the ads we have were low budget purposely so they can be changed easily.

Ms. Rheault stated she thinks that shifting some of the budget from radio is a better idea than shifting from television. She stated we get fantastic rates on television and they are prime spots.

Ms. Linn now absent.

Ms. Sadie Rudolph reviewed the PR objectives for 2019.

After further discussion, Ms. Olson asked if the board would like them to go back and take a look at the media portion of the budget and evaluate the various types of media and see what changes can be made while keeping the budget amount the same.

Mr. Lind stated he would like to visit with Flint a little more on reallocation of some of the advertising dollars.

Mr. Blazek moved to approve the proposed 2019 program as presented by Flint, leaving the campaign mix up to the discretion of the Executive Director.

Reviewed 2019 Airport Marketing Plan with Flint Communications: (Continued)

Second by Dr. Clark.

Mr. Blazek stated in the past we have had Flint make their presentation just once a year. He recommended they give us periodic updates at meetings. He commended the Flint staff on keeping up with the community happenings this past year.

Chairman Haugen called for a vote on the motion.

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

Received Request from Victor Gelking to Extend FBO Agreement with Vic's Aircraft Sales, LLC:

The communication dated February 5, 2019 from Victor Gelking was received and filed without objection.

Mr. Dobberstein stated Mr. Gelking's FBO Agreement with the Airport Authority expired October 31, 2018, and he is requesting a month-to-month extension as his hangar is for sale. He is requesting the extension until December 31, 2019 or until the hangar sells, whichever occurs first.

Mr. Blazek asked if the board has ever granted a month-to-month extension for an FBO agreement.

Mr. Dobberstein stated we have not but this is a unique situation as the business is for sale.

Mr. Blazek moved to approve the extension of the FBO Agreement with Vic's Aircraft Sales, LLC as requested.

Second by Dr. Clark.

Mr. Lind asked if the agreement terminates upon sale of the hangar.

Mr. Dobberstein stated the agreement would terminate upon sale of the hangar.

Chairman Haugen called for a vote on the motion.

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

Receive Amended Legal Descriptions for Vic's, ABHN, Fargo Air Museum:

Mr. Dobberstein stated when the Fargo Air Museum did their recent building expansion project it was discovered that the legal descriptions for the adjacent properties were not correct. He stated Mead & Hunt cleaned up those legal descriptions for us and the leases will be adjusted accordingly. He stated Mr. Gelking received authorization some years ago to install concrete in the area between his hangar and ABHN but at the time his lease was not adjusted so we will add that square footage to his lease. He stated the square footage for ABHN will remain the same but the location of the hangar was not correct, so that correction has been made.

Authorized Purchase of Replacement Equipment via Sourcewell Public Bid Consortium (Shulte Rotary Mower, John Deere Tractor, Toro Groundmaster Mower) and Authorize Sale of Equipment (John Deere Flail Mower, Ford Expedition, International Truck):

Mr. Dobberstein stated Sourcewell is a public bid consortium through which any government entity can purchase equipment. He stated we are replacing older mowing equipment and the older equipment will be sold at auction. He stated if we place our orders now we have a good chance of

Authorized Purchase of Replacement Equipment via Sourcewell Public Bid Consortium (Shulte Rotary Mower, John Deere Tractor, Toro Groundmaster Mower) and Authorize Sale of Equipment (John Deere Flail Mower, Ford Expedition, International Truck): (Continued)

taking delivery before mowing season. He provided bid specification documents for the three pieces of equipment to be purchased.

Shulte Rotary Mower - \$22,448.53

John Deere Tractor - \$140,398.08

Toro Groundmaster - \$85,076.26

Mr. Lind moved to approve the purchase of the three pieces of mowing equipment via Sourcewell and authorized the sale of the John Deere fail mower, 1998 Ford Expedition and International Truck.

Second by Dr. Clark.

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

Received CY2018 PFC Audit Report from EideBailly:

Mr. Dobberstein stated EideBailly conducted the audit on the PFC Program for CY2018. He stated their findings were 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, 2018.

The audit report was received and filed without objection.

Received Update from ND National Guard Regarding 2019 Building Project:

Col. Clark Johnson, ND National Guard, was recognized and stated he would like to update the Airport Authority on the Guard's Fargo Readiness Center which will be starting construction this spring. He stated they currently have 25 acres on the airport under lease and have an additional 15 acres reserved for future aviation facilities. He distributed copies of the site plan and architectural rendering of the 100,000 square foot facility as well as an unheated storage building to the west.

Col. Johnson stated he has been working with Mr. Dobberstein to finalize the lease agreement and provide a legal description. He stated the facility will eventually have its own perimeter fence and will be outside of the airport fence. He stated there will be a period of time where we will be working within the airport fence during construction. He stated the project has been delayed more than they had hoped but they plan to advertise for bids in late March or early April. The project is planned to be done early in the summer of 2021. He stated he will continue to keep Mr. Dobberstein updated.

Col. Johnson stated not related to this project, they have had some concerns about traffic on the south general aviation area since UPS moved next to their hangar facility. He stated he has been working with Mr. Dobberstein and his staff about addressing these concerns and so far they have made it work. He stated the relocation of their aviation facilities is a number of years away.

Received Preliminary CY2018 Airport Improvement Fund Statement:

The CY2018 Airport Improvement Fund Statement was received and filed without objection.

Received Preliminary CY2018 Statement of Operations:

The Preliminary CY2018 Statement of Operations was received and filed without objection. He stated this statement is preliminary and will be finalized after the City of Fargo has completed their annual audit.

Received Proposed Contract With Mead & Hunt for Runway 36 Special Authorization CAT II Approach Justification Study:

Mr. Dobberstein stated at our meeting yesterday we discussed the Runway 36 Special Authorization CAT II Approach project which is on our Capital Improvement Plan. He stated we will work with the airlines and the FAA to find a way to get FAA approval of this project. He stated the contract with Mead & Hunt for the study is for a lump sum not to exceed \$70,300. He stated the study would be eligible for state funding and would be eligible for reimbursement from the FAA should the project move forward.

Mr. Blazek moved to approve the proposed contract with Mead & Hunt for the Runway 36 Special Authorization CAT II Approach Justification Study for a fee not to exceed \$70,300.

Second by Mr. Lind.

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

Airport Construction and Security Update:

Mr. Dobberstein stated we continue to wait for word on our supplemental federal grant application to fund the cargo ramp expansion.

Mr. Dobberstein stated last week Fargo had a visit from Mr. Darby LaJoye, Assistant Administrator of the Office of Security Operations for the TSA, which is the No. 3 position in the organization. He stated he and Darren Anderson met with Mr. LaJoye and had about half an hour to discuss the TSA operations in Fargo.

Other Business:

Mr. Dobberstein stated January was a record month at the airport with 37,000 passengers. He stated it has been a challenging couple of months for travel with winter weather across the country resulting in delays and cancellations.

Other Business: (Continued)

Dr. Clark asked what Delta and United are doing about their staffing in Fargo.

Mr. Dobberstein stated DGS has had their regional manager here and they are in the process of hiring a new station manager for Fargo. He stated they have hired a number of new employees who are doing their training and have had some TDY staff from other airports assisting in Fargo. He stated it has been a work in progress and has been extremely frustrating. He stated the Regional Manager for Delta who oversees all of the Delta stations in this region, Becky Lawless, plans to be at our next meeting on March 12.

Mr. Lind stated if Ms. Lawless is not able to be here we should make certain another Delta representative will attend.

Chairman Haugen stated the unfortunate thing is that DGS handles the operations for Delta, United and Frontier, so their lack of staff and poor management affects multiple airlines. He stated it is a bad situation when the public gets bad information and the airport gets blamed for deficiencies in functions that are airlines responsibilities such as baggage handling, de-icing, etc.

Mr. Dobberstein stated he will do his best to have a representative at our next meeting. He stated we cannot force them to attend but he will extend the invitation.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, March 12, 2019, at 8:00 a.m.

Time at adjournment was 9:18 a.m.

Regular Meeting

Tuesday

March 12, 2019

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 12, 2019, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Haugen presiding.

Approved the Airport Vouchers Totaling \$68,014.65:

Mr. Blazek moved to approve the airport vouchers totaling \$68,014.65.  
Second by Dr. Clark.  
On the call of the roll, members Linn, Blazek, Lind, Clark, Haugen voted aye.  
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel LLC:

Dr. Clark moved to approve the individual voucher in the amount of \$2,780.00 to Sixel LLC for February passenger enplanement fees for Frontier Airlines.  
Second by Ms. Linn.  
On the call of the roll, members Linn, Blazek, Lind, Clark, Haugen voted aye.  
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to EideBailly:

Dr. Clark moved to approve the individual voucher in the amount of \$2,150.00 to EideBailly for accounting services for the 2018 PFC audit procedures.  
Second by Ms. Linn.  
On the call of the roll, members Linn, Blazek, Lind, Clark, Haugen 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 \$47,276.00 to Flint Communications for partial payment request for 2019 Airport Marketing Program.

Second by Ms. Linn.

On the call of the roll, members Linn, Blazek, Lind, Clark, Haugen 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 \$1,406.00 to Mead & Hunt for partial payment request for engineering services for the CAT-II Feasibility Study.

Second by Ms. Linn.

On the call of the roll, members Linn, Blazek, Lind, Clark, Haugen 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 \$111,180.00 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, Clark, Haugen voted aye.

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

Approved Amended Airline Operating Agreement with UPS:

Mr. Dobberstein stated when we entered into an Airline Operating Agreement with UPS last year it was our intent to have the agreement exactly the same as our agreement with FedEx. He stated we recently discovered that UPS had inadvertently omitted two paragraphs under Article IV – Fees to be Paid by Airlines, pertaining to ARFF charges and reimbursement for the cost of security ID badges. He stated he has contacted the UPS properties person and Attorney Bossart will draft an amended agreement and we will forward it to UPS for their signature.

Mr. Blazek moved to approve the Amended Airline Operating Agreement with UPS.

Second by Mr. Lind.

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

Authorized Purchase of Snow Removal Equipment:

Mr. Dobberstein stated as we have discussed recently, we are in need of another snow blower and two high speed brooms. He stated we have received a price of \$735,395.00 for an Oshkosh snow blower and a price of \$1,237,317.00 for two Oshkosh brooms. He stated these would be purchased through the HGACBuy (Houston-Galveston Area Council), which is a procurement service available to government entities nationwide. He stated this equipment is needed for the next winter season.

Authorized Purchase of Snow Removal Equipment: (Continued)

Mr. Dobberstein stated we are also in need of a spray truck but MB does not currently have their trucks available through Sourcewell or HGACBuy. He stated another option we may have, and we are having Attorney Bossart look into this for us, is to piggyback off the bid that the Sioux Falls Airport just completed. He stated we will get the Sioux Falls bid documents and review them and see if that is possible. He stated the cost of that truck was just under \$800,000.00. He stated this is a large truck that would handle all of the liquid chemicals needed on the airfield. He stated this larger truck would significantly reduce the amount of time it takes to treat the airfield.

Ms. Linn asked Mr. Dobberstein to again share the reason that we have this need for this additional snow removal equipment.

Mr. Dobberstein stated the amount of time that our crew is on the airfield has been significantly increased due to the number of operations with the cargo operations of FedEx and UPS. He stated this new equipment will help us to clear the airfield in significantly less time than our current equipment. He stated that all of the costs for these pieces of equipment are recoverable through PFC funds.

Mr. Blazek moved to approve the purchase of the snow removal equipment as proposed.

Second by Ms. Linn.

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

Discussed Airlines Operational Performance:

Mr. Dobberstein stated he would like to give some background information on why we are discussing airline operational performance. He stated there are a lot of people in attendance today to discuss this issue and he thanked them for being here.

Mr. Dobberstein stated since late December to the present we have seen significant operational issues with some of the airline performance. He stated that there are three ground service companies operating in Fargo that handle ticket counter and ramp operations for the airlines. Worldwide Flight Services (WFS) handles the operations for Allegiant Air and Sun Country charters, Envoy handles the operations for American Airlines, and Delta Global Services (DGS) handles the operations for Delta, United and Frontier. He added that the Airport Authority is not party to any of the agreements between airlines and ground service companies.

Mr. Dobberstein stated we have seen long waits to get airplanes to gates once they have landed, excessive amounts of time to get luggage, waiting to de-ice, and waiting at ticket counters for up to an hour. He stated we have seen a complete lack of staff, lack of trained staff and unreliable ground service equipment. He stated the airlines have six de-icing trucks on the airport and at times most of them are not working. He stated FedEx and UPS have their own de-icing trucks, as well as Fargo Jet Center. He stated hopefully things have improved in the last few weeks as attention has been drawn to the problem.

Mr. Dobberstein stated we have observed numerous times when there has been poor communication among staff and lack of communication and cooperation with other airlines resulting in problems with access to gates, pushback tractors, etc.

Discussed Airlines Operational Performance: (Continued)

Mr. Dobberstein stated the airport has been obliterated on social media by passengers who have been impacted by these things that are completely out of our control. He stated we try to respond to those as timely as we can. He stated a lot of it starts with misinformation that passengers are given. He stated often flight crews will advise passengers that it's the airport this or the airport that when it has nothing to do with us. He stated we are not alone in this and it is not unique to Fargo. He stated another airport director he knows was on board a flight and the pilot blamed the airport for whatever problem they were having with a de-icing truck. He stated he talked to the crew following the flight and they had no clue that the airport was not responsible for those functions but rather the airline. He continued that conversation with as many flight crews coming into his airport for the next few days and encountered the same reaction. The crew was not aware of the airline responsibilities vs. airport responsibilities.

Mr. Dobberstein stated there is a team of airline representatives that are here today:

Jeff Neikirk, Delta Global Services  
Jason Ashley, United Airlines  
Eric Shockley, Delta Global Services  
Jeff Weaver – United Airlines

Mr. Dobberstein stated up until about 5:15 pm last night we thought someone from Delta Air Lines was going to be here but Delta has chosen to put all communications and any questions through their Corporate Communications (Mr. Michael Thomas). He stated Delta has been working with Dave Olson from The Forum. He stated they are trying to come out and get ahead of this in a public setting and take some public ownership of this. He stated he is not sure where United is on that.

Mr. Dobberstein stated both airlines have assured us that the impacted passengers have been contacted. He stated for us it is also about prospective passengers that have read the horrible experiences on social media. He stated the airport's reputation is at stake and has been damaged significantly by what has happened over the past few months. He stated we believe that it started with the change in ownership in Delta Global Services which occurred on or about January 1. He stated Argenbright took over majority control of DGS and Delta Air Lines now owns only 49% of it. He stated he believes there were changes in employee flight benefits and there was a mass exodus of employees from the Fargo station. He stated we saw this coming about Thanksgiving and they lost a lot of good people in the last few months. He stated we have people here trying to right the ship but unfortunately it took a while to bring TDY employees from other stations.

Mr. Dobberstein recognized Mr. Joe Raso, Greater Fargo-Moorhead Economic Development Corporation, and Charley Johnson, FM Convention and Visitors Bureau.

Mr. Dobberstein stated we have been preaching to the airline companies that the wages they are paying are too low and they will not be able to find and keep employees. He stated he put Mr. Raso in touch with Mr. Jeff Neikirk and they exchanged information to do a wage study which Mr. Neikirk can take back to Delta, United and Frontier to renegotiate their contract to increase wages.

Mr. Dobberstein stated these issues impact not only the airport but the businesses in the area and the complaints never seem to end. He stated we need to get the reputation of the airport restored.

Discussed Airlines Operational Performance: (Continued)

Chairman Haugen stated he is a retired airline captain and over the years he has seen what management has done to airlines. He stated there is good management and there is crappy management. He stated he has seen some really big name airlines come and go. He stated it starts with deteriorating customer service and that is what they have going on right now. He stated we saw it coming months ago and nothing was done. He stated the Airport Authority members are being personally blamed for the failure of the airlines. He stated he is tired of having people look at us as the culprits. He stated maybe we need the names of the airline representatives in this room to post their names and phone numbers on a sign in the baggage claim area telling passenger to call them if their luggage is late or lost.

Chairman Haugen stated he knows Fargo is not a big hub but in January we had 37,000 passengers using these airlines. He stated he would like to see us send a letter to the chief pilot of every airline involved and explain to them the negative aspects of crews stating a problem is the airport's fault when it is not. He stated flight attendants should be included in this.

Chairman Haugen stated he is glad these representatives are here and asked any other board members to make comments.

Mr. Lind stated he would like to hear from the guests first.

Mr. Joe Raso, President and CEO of the Greater FM Economic Development Corporation. He stated he has spent 25 years working with various airports in Iowa and Colorado. He stated he has been in Fargo about eight months now. He shared two personal flight experiences of family members that have been unlike anything they have experienced before. He stated he thought maybe it was just him but he kept on hearing comments from business leaders and others in the community. He stated he contacted Shawn and he graciously shared some information with him. He stated he then asked Shawn how the EDC could help. He stated they conducted an air service survey just in the last two and a half days and he provided the results of that survey among primary sector companies. He stated they received a 29% response rate, which is very high. He stated Delta and United are the airlines used most by the business traveler. He stated this community has a lot of pride in this airport and being a new resident to the region he gets good comments all the time. He stated recently the comments have been "what happened to our airport?"

Mr. Raso stated they work with site location consultants and businesses looking for cities in which to locate and they don't have to locate their businesses in this region. He reviewed the results of the survey they conducted. He also reviewed the wage information on airline positions.

Mr. Raso stated as the Economic Development Corporation they are here to partner with the Airport Authority and the airlines to resolve this problem. He stated what passengers have been experiencing in the last three to four months is not representative of the history of customer service at this airport.

Mr. Piepkorn was recognized and asked if there are any airports that handle de-icing and other operations and then bill the airlines for the service.

Mr. Dobberstein stated there are a few in the country but in areas where they do not deal with de-icing much. He stated they struggle with finding enough employees also.

Mr. Raso stated most business people don't know all of the operations of an airport and who is responsible for what, but after 25 years in economic development, the response they get from business people regarding this and various other problems in a community is, "I don't care, just get it fixed." Mr. Raso stated he and his team are committed to doing whatever they can to help.

Discussed Airlines Operational Performance: (Continued)

Mr. Charley Johnson, FM CVB, was recognized and stated he does not have the detailed data Mr. Raso provided, but he did share some experiences from his staff and all of the stories are very similar. He stated if people visiting Fargo have a bad experience they are not going to want to come back and no one moves here or starts a business here unless they visit first. He stated if their first impression is that the airport cannot get them in and out of the community in a timely and pleasant fashion that is going to have a negative impact on their decision.

Mr. Johnson stated he appreciates Mr. Dobberstein setting up this meeting today and the opportunity to voice concerns and implored the authority to do something about fixing this problem. He stated he hates to sound so negative but it is important that we get this fixed for everyone concerned. He added that he personally has heard flight crews on flights making fun of this airport.

Mr. Chris Wilson, Chief of Staff, North Dakota State University, was recognized and stated he is here today on behalf of President Bresciani. He stated President Bresciani wanted him to express the frustration he has been hearing about and also has experienced personally with air travel in Fargo. He stated our research, trade and agriculture is not only important on a local, regional and national level but also on an international level. He stated when we bring visitors to Fargo the first and last thing they see is the airport. He stated as far as recruiting students to the school and people to Fargo we already have the issue to overcome that people think we are too far north, too cold and too remote. He stated we all have to work together to get this resolved.

Mr. Jeff Neikirk, Regional Manager for Delta Global Services, was recognized and stated it has been painful to hear the comments this morning. He stated it has been a tough winter and it has taken its toll on our staff and leadership. He stated the majority of the pressures and challenges they have seen have been in the last 60 days. He stated even though the timing coincides with the new ownership and leadership of DGS he does not know that has any bearing on the situation. He stated as far as flight privileges for employees, there have been no changes in flight privileges for incumbents. He stated it has changed for their recruiting. He stated as far as the wages, they do feel the pressure is there to make changes and they are looking into that. He stated he did appreciate being put in touch with Mr. Raso.

Mr. Neikirk stated they have already made some significant changes in their leadership structure, from frontline to corporate leadership. He stated that has been a recent change and Mr. Eric Shockley is the new District Manager for DGS and he will be here on a daily basis for the entire month of March and beyond. He stated we have brought in TDY employees from other stations and also a number of resources in terms of training, mentoring, etc. He stated DGS is in almost 200 locations and overwhelmingly we do it well and we do it right. He stated we do have locations where we have our challenges but we address them. He stated he is committed to changing things. He stated we are here to be a partner. He stated he thinks we are headed in the right direction and we should see improvements soon.

Mr. Dobberstein stated what we have asked for from both Delta and United is public ownership of this problem by the airlines. He stated we are going to insist on the airlines taking public ownership of this problem (newspaper, press release, social media) so that we can begin to restore the public's confidence in this airport.

Discussed Airlines Operational Performance: (Continued)

Mr. Neikirk stated the airline industry is a great industry and as a person who started out de-icing and cleaning aircraft he would ask the community to encourage people, specifically young, driven people, to consider getting into the airline industry.

Mr. Blazek asked Mr. Neikirk if he is actually asking us to recommend people to come to work for DGS for \$8.50 an hour when they can work at a fast food restaurant for \$11.00 and more per hour.

Mr. Neikirk stated there are a lot of upsides to working in the airline industry. He stated there is a lot of room for growth and they are going to review the wages.

Mr. Dobberstein stated the cold weather was definitely a challenge all across the northern tier of the country and it took its toll on equipment.

Mr. Lind stated this was not a weather issue, it is a toxic management issue that drove experienced, hardworking people away from DGS. He stated DGS had toxic management here and they didn't do anything about it. He stated it takes weeks to get a new employee trained and even after that it takes a couple of months to leave an employee to perform on their own. He stated it takes a lot of adult mentorship for someone to be supervised and be able to perform the job. He stated DGS lost everyone who knew what they were doing and they are starting from zero so it could still be several months before getting back on track. He asked if they are going to maintain the TDY staff until the new staff is ready.

Mr. Neikirk stated mentoring is for the duration, whatever that takes. He stated some positions take longer for training than others.

Mr. Lind asked if DGS is going to try to hire back some of the employees that left because of the toxic management.

Mr. Neikirk stated if that was the reason and the employee left on good terms they would hire them back. He stated we don't know the specifics.

Mr. Lind stated DGS needs to know. He stated he thinks it is shameful that DGS is trying to blame this on the weather because none of this was weather related. He stated weather may have been a contributing factor but he personally knows some people who left because they felt it was an awful place to work and that is something DGS can fix.

Ms. Linn thanked the airline representatives for being here because she knows this is an uncomfortable situation. She asked Mr. Neikirk the timeline of when they think the wage problem will be changed. She stated when the unemployment rate is as low as it is in Fargo it is a problem for employers. She asked if DGS does exit interviews with employees. She stated there is a reason that the windshield is many times bigger than the rear view mirror. She stated yes, things have happened, and we need to reflect on those but we need to look forward and see what we can do to solve the problems and make sure they don't happen again.

Mr. Neikirk stated as far as wages it usually takes a few weeks to make that change but we have already started the process so we are a couple of weeks into it. He stated he could not give an exact time. He stated we don't do exit interviews with frontline employees but that is a good idea. He stated if anyone knows a former employee interested in returning to DGS please refer them to him.

Mr. Neikirk stated the three main areas of change are going to be wages, recruiting strategy and leadership.

Discussed Airlines Operational Performance: (Continued)

Mr. Neikirk stated he believes the wage change will be a little easier because of the pressures we have felt here. He stated they have already made the changes in leadership. He stated their recruiting strategy in the past has been the flight privileges they had to offer. He stated there are still flight privileges but they do have a low priority.

Mr. Dobberstein stated the new station manager in Fargo is Wayne Loughheed, a retired Air Wisconsin pilot. He stated that station manager has three airlines to operate – Delta, United and Frontier.

Ms. Linn stated she feels we really need to connect with the passengers. She stated the airlines need to make sure they are doing even those little things for passengers after an unfortunate incident, even if it is having pizza waiting for them. She stated we need to get back the reputation of the airport and the airlines. She stated the passengers are the reason we are all here. She stated we need to be more proactive to address those negative situations.

Mr. Neikirk stated Chairman Haugen recommended putting a sign with the airline representatives' names and numbers by baggage claim. He stated he feels we should have a staff member dedicated to baggage issues. He stated there are baggage service offices at some airports but the baggage issues here are handled at the ticket counter and they need to do a better job. He stated they do stress to their agents that passengers have a first impression and a last impression.

Chairman Haugen stated the Airport Authority does a lot of advertising which benefits all of the airlines serving Fargo. He stated right now he does not see the reputation of this airport coming back for at least six months to a year because of the damage that has been done by the airlines.

Dr. Clark asked if DGS is recruiting now without knowing the increased wage?

Mr. Neikirk stated they are recruiting at the current rate right now and are receiving candidates. He stated he does not make any promises when they hire but the expectation is that the wage will be increased for everyone.

Mr. Jim Sweeney, Fargo Jet Center, was recognized and stated they fuel every airline operating on the field. He stated he will not go into dozens of stories as an airline passenger who has the highest flying status on one of the airlines. He stated he feels if the airport had one employee from each airline (the company who has their name on the billboard) here full time that would make a huge difference. He stated his frustration is with airlines having multi billion-dollar record profits and we can't have one person from each airline here in Fargo. He stated the airline industry has changed so much in FJC's brief twenty plus years in business on the airport and their relationships with the airlines.

Mr. Sweeney stated his first suggestion would be to have that one employee (mainline) from each airline stationed at this airport. He stated the second has to do with on-time departures and he knows while this is a federal issue there should be some common sense added to the process. He stated if the airline knows there is going to be a 90-minute delay for de-icing or a delay in Minneapolis, or whatever the situation may be, the industry has us boarding that aircraft and pushing away from the gate. He stated there is no logic to it other than to maintain a rating for on-time departures. He stated he knows he is not going to change the airline industry but he feels it is a valid point.

Discussed Airlines Operational Performance: (Continued)

Mr. Sweeney stated he is a direct competitor for employees and Fargo Jet Center has 35 plus employees that do a lot of the same job functions the airlines employees do. He stated their starting wage is \$14.00 per hour and his line manager is constantly pushing him to bump that up.

Mr. Sweeney stated he has one final suggestion for the airlines. He stated we do get cold weather here and the machines and equipment used in airline operations are adversely affected in sub-zero temperatures. He stated FJC is pleased to be the on-call maintenance service provider for every airline that operates in Fargo and they have attained the federal standard that allows them to hire us to do that service. He stated when it is 10 degrees or lower, call us the night before and have us here at 4:00 or 5:00 am, and even if you have to pay us a couple of hundred dollars to sit and drink coffee you will be much better off than calling us and waiting for us to respond. He stated even if they are responding from their shop it is a minimum 30 or 45-minute dispatch. He stated this would be an easy solution and it would save a lot of time.

Mr. Piepkorn asked if Fargo Jet Center does de-icing.

Mr. Sweeney stated they have a de-icing truck. He suggested the airlines have FJC on backup call. He stated they do not do a lot of de-icing on the aircraft hangered in their facilities.

Mr. Dobberstein stated we called FJC to assist when the airlines were down to only one de-icing truck but the problem was different aircraft require different types of de-icing fluid.

Mr. Sweeney stated the Airport Authority should never have had to have been involved this airline function. He stated this airport does a fabulous job with its airport operations. He stated this airport never closes because of the excellent work by the airport staff. He stated he can't stand it when he hears someone report the airport in Fargo is closed when it never closes. He stated if he has to add three more de-icing trucks to his fleet for the next winter season that is no problem.

Mr. Sweeney stated the federal regulations for airline de-icing are ridiculous and do not use common sense. He stated aside from that, the airlines operating in Fargo need to have agreements in place for providing back-up for de-icing and other functions in place by August 1.

Mr. Lind stated he feels we are getting a little off-topic as the weather and mechanical issues are compounded only by the staffing issue, which is the majority of the problem. He stated this is a staffing issue! The problem is there are not enough people to properly handle the work load.

Mr. Jason Ashley, Senior Regional Manager, United Airlines, was recognized and stated he is the closest thing to United having an employee at the airport. He stated in terms of parking aircraft, he has given DGS the clear direction that parking the aircraft is absolutely paramount, even if it means taking a departure delay. He stated Mr. Jeff Weaver, general manager in Colorado Springs, has been here TDY since last week. He has been given direct oversight over the Fargo station and will continue until someone else is assigned.

Mr. Weaver was recognized and stated he has been working with Erik Olsen, who has been the acting station manager, and since March 1 they have reduced the on-in times to practically nothing. He stated he has been checking the data every night. He stated they have also been improving bag times and their goal is 20 minutes for the first bag. He stated he apologizes for everything that has gone on and they are trying to recover.

Discussed Airlines Operational Performance: (Continued)

Mr. Dobberstein asked Mr. Ashley what has been done by United to take public ownership of this situation and acknowledge responsibility.

Mr. Ashley stated he has had conversations with United corporate communications and no decision has been made yet. He stated another avenue they are using is to contact those businesses in the area with United corporate accounts and proactively reach out to those passengers and their travel managers and have those discussions.

Chairman Haugen stated we will stand by to see the improvements.

Mr. Blazek stated he would like to see a 30-day follow-up from the representatives here today and get specific data on improvements.

Construction and Security Update:

Mr. Dobberstein stated Mr. Jeff Klein, Mead & Hunt, was able to meet with FAA representatives at the recent Upper Midwest Aviation Symposium in Bismarck. He stated we have not yet received a response from them on the status of our application for the supplemental grant for the cargo apron expansion.

Mr. Klein stated he did not get a firm response from the FAA. He stated they advised we may not receive supplemental funding but there is a possibility we may get AIP discretionary funding. He stated their reasoning for that is that under the rules of the supplemental funding the grants cannot be amended where they can be with discretionary funding.

Mr. Dobberstein stated the problem with that is we will have to commit two years of entitlement funds or \$6 million, whereas the supplemental funding would require only one year of entitlements. He stated he has been in touch with a member of Senator Hoeven's staff to re-engage the Senator's efforts in promoting Fargo's getting a grant.

Mr. Klein stated the frustration is that the message from the FAA is not getting to the airport on the plans for funding. He stated the airport needs to know so it can plan accordingly. He stated Mr. Dobberstein was not able to be in Bismarck so he is trying to set up a meeting with the FAA in person or via conference call.

Mr. Dobberstein stated he has an update on our TSA pre-check. He stated right now our pre-check line is not open at all times but they are looking at using a different procedure, which is used at some other airports, allowing the pre-check line to be operational at all times. He stated we have been told that a third lane is probably not in our future because they are about five years away from using biometrics which will speed up their screening process.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, March 26, 2019, at 8:00 a.m.

Time at adjournment was 9:18 a.m.

Regular Meeting

Tuesday

March 26, 2019

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 26, 2019 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, Piepkorn

Chairman Haugen presiding.

Approved the Minutes of the Special Meeting of the Municipal Airport Authority Held February 25, 2019, the Regular Meeting Held February 26, 2019, and the Regular Meeting Held March 11, 2019:

The minutes of the Special Meeting held February 25, 2019, the Regular Meeting held February 26, 2019 and the Regular Meeting held March 11, 2019, were approved without objection.

Approved the Airport Vouchers Totaling \$24,353.94:

Mr. Blazek moved to approve the airport vouchers totaling \$24,353.94.

Second by Mr. Lind.

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 FTZ Corporation:

Mr. Lind moved to approve the individual voucher in the amount of \$162.50 to FTZ Corporation for payment request for the annual report review, Foreign Trade Zone #267.

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.

Authorized Purchase of Replacement Mower and Sale of Current Unit:

Mr. Dobberstein stated we currently have a Toro mower with a broom attachment for snow removal and the unit needs to be replaced. He stated our staff got three bids, two from John Deere and one from MTI.

RDO Equipment (Sourcewell quote)	\$43,768.81
RDO Equipment (government program discount)	\$40,450.00
MTI Distributing (Sourcewell quote)	\$46,767.45

Mr. Dobberstein stated we are recommending going with the RDO low bid of \$40,450.00. He stated approval of the purchase would include approval of the sale of the current unit at auction.

Ms. Linn moved to approve the purchase of the John Deere 1575 Terrain Cut per the bid of \$40,450.00 from RDO Equipment (government program discount) and authorize the sale of the current unit at auction.

Second by Mr. Lind.

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

Authorized Purchase of Replacement Motor Grader and Sale of Current Unit:

Mr. Dobberstein stated we currently have a 1990 Champion motor grader with over 5,000 hours on it. He stated getting parts on a timely basis is very difficult as Champion was purchased by Volvo in 1997.

Mr. Dobberstein stated we have received two bids, both via Soucewell:

Butler Machinery - \$330,000.00 (Caterpillar Model 140M3)
RDO Equipment - \$295,970.08 (John Deere 772G)

Mr. Dobberstein stated the current unit will be sold at auction. He stated the recommendation from staff is to purchase the Caterpillar as it has approximately twice the warranty and the resale value is much higher.

Mr. Blazek moved to approve the purchase of the Caterpillar 140M3 motor grader from Butler Machinery via the Sourcewell bid of \$330,000.00, with the current unit to be sold at auction.

Second by Ms. Linn.

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

Mr. Dobberstein stated at our next meeting we will have on our agenda an item to authorize purchase of a chemical truck. He stated Darren Anderson, Henry Swedberg and Troy Smedshammer are in Sioux Falls today to look at the truck they purchased recently. He stated Attorney Bossart has reviewed the bidding documents and we will start the process to piggyback off the recent bid by the Sioux Falls airport to purchase a similar truck.

Received Request for Gas Main Easement (36<sup>th</sup> Avenue North):

The communications dated March 22, 2019, from Apex Engineering Group were received and filed without objection.

Mr. Dobberstein stated Mr. Kyle Koterba, Apex, called last week on behalf of the City of Fargo with an urgent request that we allow Xcel Energy to install a gas main along the south edge of 36<sup>th</sup> Avenue North at the request of piggybacking the existing water main easement that we have with the City of Fargo. He stated they want to start this work immediately to get the gas main installed. He stated he does not have any issue with them putting the main within the existing easement. He stated they provided a map of the area. He stated they have already moved the snow off the field to get the locates done. He stated they are trying to expedite this in the event a flood dike has to be installed around the waste water plant.

Ms. Linn moved to approve the request from Apex Engineering on behalf of the City of Fargo to grant a modification to the existing easement for the purpose of installing a new natural gas service pipe for the City of Fargo Wastewater Treatment Facility expansion.

Second by Mr. Lind.

Mr. Dobberstein stated Attorney Bossart will work with the City of Fargo to amend the easement.

Chairman Haugen called for a vote on the motion.

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

Received Notice of Sidewalk Construction (16<sup>th</sup> Street North):

The Notice of Sidewalk Construction dated March 8, 2019 from the City of Fargo Engineering Department was received and filed without objection.

Mr. Dobberstein stated the City of Fargo is requiring sidewalk be installed adjacent to 16<sup>th</sup> Street North from 19<sup>th</sup> Avenue to 21<sup>st</sup> Avenue North. He stated this notice is for the airport's portion of property which is not leased to someone. He stated the Fargo Air Museum received the notice and Mr. Jeff Johnson will receive one as well.

Chairman Haugen asked who would be responsible for clearing snow from this sidewalk.

Mr. Dobberstein stated the airport will be responsible for its portion and the other tenants with adjacent property will be responsible for their portion.

Mr. Blazek stated he thinks we are too sidewalk happy in this city and he does not know why we would put a sidewalk in that location.

Mr. Dobberstein agreed there is no need for a sidewalk in that area.

Authorized Attendance at the ND National Guard Event, Washington, DC, May 14, 2019:

Mr. Blazek moved to authorize attendance at the ND National Guard Event, Washington, DC, May 14, 2019.

Second by Ms. Linn.

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

Authorized Solicitation of Bids to Invest Airport Reserve Funds:

Mr. Dobberstein stated it has been a few years since we have gone through this process. He stated about five years ago we established the Parking Lot Construction and Maintenance Fund with a starting balance of \$5 million in a CD, for which we solicited bids from local banks. He stated First International Bank was the successful bidder. He stated we have added to that fund a couple of consecutive years. He stated when the CD came due the last time we chose to put the funds into a money market savings account so we could draw down funds down from that account to pay for the employee parking lot reconstruction and expansion project and the design fees for the skyway.

Mr. Dobberstein stated the funds he is talking about today are reserves that we have in our Operations and Maintenance Fund. He stated he would like the board to consider taking up to \$10 million out onto the market in some type of ladder of CDs. He stated this is the format the Fargo Park District uses. He stated former Park District employee Mr. Jim Larson was the person that handled this for the Fargo Park District. He stated Mr. Larson is now with the City of West Fargo and he is going through the same process there. He stated Mr. Larson sent him the bid forms West Fargo will be using to solicit bids. He stated if the board authorized this today, he can begin the process. He stated we are still awaiting word on our application for the \$12 million supplemental federal grant and we are also making some major snow removal equipment purchases we will have to cover. He stated later in the meeting we are going to discuss expediting the expansion of our Maintenance Shop.

Mr. Dobberstein stated the money we currently have in the Wells Fargo sweep account does not earn much interest. He stated we would like to go out to the local market. He stated the local bankers love that we give them the opportunity to invest our funds. He stated we will follow the state statute when investing the funds.

Ms. Linn stated she feels keeping the money locally is important.

Mr. Dobberstein stated the City of Fargo has some opportunities though PFM and we have looked at those, but the City of Fargo's Home Rule Charter allows them to have an investment policy that is riskier that we can use, as Home Rule Charter does not apply to the Airport Authority.

Ms. Linn moved to authorize the Executive Director to begin the process for investing airport reserve funds and solicit bids from local financial institutions.

Second by Mr. Lind.

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

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated he does not have a lot to report. He stated we have pre-construction meetings scheduled for our Dakota Drive lighting and pavement rehabilitation projects.

Mr. Klein stated we are scheduled to meet with a representative from the FAA Regional Office in Chicago in the next couple of weeks here in Fargo.

Chairman Haugen stated the ND Legislature passed the Prairie Dog Fund and asked if we could see any of that money.

Airport Construction and Security Update: (Continued)

Mr. Klein stated the hope is that we will receive some of that funding for the Runway 36 Special Authorization CAT II Project. He stated the board has authorized Mead & Hunt to proceed with the feasibility study and they are working on that now. He stated the FAA has indicated they would not fund that project.

Mr. Dobberstein stated there will be a lot of competition for those funds before they get to the airports in the state. He stated the earliest the funding would be available is 2020.

Mr. Klein stated this project is one that will benefit the entire state as both FedEx and UPS run all of the cargo for the entire state through Fargo.

Other Business:

Mr. Dobberstein introduced Mr. Wayne Lougheed, the new station manager for Delta Global Services.

Mr. Lougheed was recognized and stated he feels there has been a vast improvement from even two weeks ago. He stated they are continuing to get additional TDY support. He stated they have also done a lot of hiring in the last couple of weeks and the TDY support will continue for at least another month and a half.

Mr. Lind stated he toured the SRE Maintenance Building yesterday. He stated they are definitely out of room and we have more equipment on the way. He stated he is proposing that we move ahead with selection of an architect and get this project moving forward.

Mr. Dobberstein stated since the project is eligible for federal funding we would have to solicit RFQs from architects and we can get that process started now. He stated if we get the \$12 million supplemental grant for the cargo apron expansion we will have to commit one year of FAA AIP entitlement funds to the project. He stated if we do not get the supplemental grant but we do get discretionary funding for the cargo ramp expansion, we will have to commit two years of FAA AIP entitlement funds. He stated if we move ahead with the SRE Building expansion and follow all of the FAA guidelines, we will fund the project ourselves upfront and then once we get into our 2021 or 2022 entitlement year we would use those funds to reimburse ourselves. He stated there are some areas of the building the FAA may not fund. He invited any of the board members to tour the facility.

Mr. Lind recommended that each board member tour the building.

Mr. Lind moved to advertise a Request for Qualifications for architectural services for the Snow Removal Equipment Maintenance Facility Project.

Second by Ms. Linn.

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

Adopted Resolution of Appreciation to Mr. Steve Blazek:

Chairman Haugen stated this is Mr. Blazek's last meeting as a member of the Municipal Airport Authority and stated he would like to thank Mr. Blazek for his many years of service on the board.

Mr. Dobberstein stated not only has Mr. Blazek served as a member of the board for many years, but also what was unique and special about Mr. Blazek's service is that he attended board meetings for many years before he was appointed as a member.

Mr. Blazek stated he has seen a lot of growth and changes over the years and he is looking forward to seeing where the board takes the airport in the years to come. He added he is going to miss all of the perks.

Ms. Linn offered the following resolution of appreciation to outgoing member Mr. Steve Blazek and moved its adoption:

WHEREAS, Mr. Steve Blazek has served as a member of the Municipal Airport Authority for more than 10 years, since January 2009, after attending meetings on a regular basis for many years prior to his appointment, and

WHEREAS, Mr. Blazek 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

WHEREAS, Mr. Blazek has been especially helpful in mentoring newer members of the board in various aspects of the airport, especially his expertise in finance, and

WHEREAS, it is the desire of the members of the Municipal Airport Authority and its staff that Mr. Blazek 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 distinguished service from Mr. Steve Blazek and wish him the best in his future endeavors of community involvement and 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. Steve Blazek.

Second by Mr. Lind.

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

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, April 9, 2019

Time at adjournment was 8:45 a.m.

---

---

Regular Meeting

Tuesday

April 9, 2019

The Regular Meeting of the Municipal of the Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 9, 2019.

The members present or absent were as follows:

Present: Engen, Clark, Haugen  
Absent: Linn, Lind  
Others: Bossart

Chairman Haugen presiding.

Chairman Haugen welcomed new Airport Authority member Richard (Rick) Engen.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 26, 2019:

The minutes of the Regular Meeting of the Municipal Airport Authority held March 26, 2019 were approved without objection.

Approved the Airport Vouchers Totaling \$69,294.94:

Dr. Clark moved to approve the airport vouchers totaling \$69,294.94.  
Second by Mr. Engen.  
On the call of the roll, members Engen, Clark, Haugen voted aye.  
Absent and not voting: Linn, Lind  
The motion was declared carried.

Approved the Individual Voucher to Nelson International:

Mr. Engen moved to approve the individual voucher in the amount of \$114,774.00 to Nelson International for the purchase of a 2020 International Truck Chassis.  
Second by Dr. Clark.  
On the call of the roll, members Engen, Clark, Haugen voted aye.  
Absent and not voting: Linn, Lind  
The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Engen moved to approve the individual voucher in the amount of \$54,647.87 to Flint Communications for partial payment request for 2019 Airport Marketing Program.

Second by Dr. Clark.

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

Absent and not voting: Linn, Lind

The motion was declared carried.

Approved the Individual Voucher to Sixel LLC:

Mr. Engen moved to approve the individual voucher in the amount of \$3,514.00 to Sixel LLC for March passenger enplanement fees, Frontier Airlines.

Second by Dr. Clark.

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

Absent and not voting: Linn, Lind

The motion was declared carried.

Approved the Individual Voucher to Sixel LLC:

Mr. Engen moved to approve the individual voucher in the amount of \$2,500.00 to Sixel LLC for the quarterly airline report.

Second by Dr. Clark.

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

Absent and not voting: Linn, Lind

The motion was declared carried.

Approved the Individual Voucher to FTZ Corporation:

Mr. Engen moved to approve the individual voucher in the amount of \$162.50 to FTZ Corporation for professional service to review CNH Annual Report and completed Grantee Report.

Second by Dr. Clark.

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

Absent and not voting: Linn, Lind

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Engen moved to approve the individual voucher in the amount of \$49,050.00 to TL Stroh Architects for partial payment request for architectural and engineering services in connection with the Elevated Walkway.

Second by Dr. Clark.

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

Absent and not voting: Linn, Lind

The motion was declared carried.

Authorized Purchase of an MB 6x4 De-icing/Plow Truck:

Mr. Dobberstein stated that Darren Anderson, Henry Swedberg and Troy Smedshammer made a trip to Sioux Falls to review an M-B de-icing/plow truck recently purchased by the Sioux Falls Airport.

Mr. Darren Anderson was recognized and stated we have been communicating with the Sioux Falls airport about a spray/plow truck they received bids for based on specifications they drafted. He stated they received bids from Oshkosh and M-B Companies and M-B was awarded the bid. He stated M-B has agreed to honor the bid they gave Sioux Falls about a year ago and sell us the same type of unit at that price. He stated this is a cab forward truck with many capabilities.

Mr. Dobberstein stated right now the spraying process on the airfield takes about 35-40 minutes. He stated this unit would take about 15 minutes, which will greatly expedite the de-icing process. He stated Attorney Bossart has reviewed the Sioux Falls bid and we are able to piggyback off that bid.

Attorney Bossart stated there is nothing requiring us to put this purchase out for bids.

Mr. Dobberstein stated if we order the unit today we should have it in December. He stated he recommends the board approve this purchase.

Mr. Engen moved to approve the purchase of an M-B 6x4 De-Icing/Plow Truck per the bid from M-B Companies in the amount of \$518,501.00.

Second by Dr. Clark.

Chairman Haugen stated he would like to point out that this is not a piece of equipment we would be able to purchase from a local dealer.

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

Absent and not voting: Linn, Lind

The motion was declared carried.

Airport Master Plan Update:

Mr. Dobberstein stated we finally have bound printed copies of the Airport Master Plan. He stated it is also available in electronic form on our website. He stated we will be providing printed copies to the Fargo Public Library, Fargo Planning and Cass County Planning.

Mr. Dobberstein stated this update took a significant amount of time for the FAA to approve the terminal area forecasts. He stated it was stalled for nine months to a year. He stated this update contains information from before FedEx and UPS started operations on the airport. He stated there is not a lot of information on cargo or the Guard's MQ9 operations.

Airport Construction and Security Update:

Mr. Dobberstein stated we have no update on our federal \$12.5 million supplemental grant request for the cargo ramp expansion. He stated it is in the second round of the process we are still awaiting word from the FAA. He stated at the next meeting we plan to have a contract with Mead & Hunt before us for approval to move forward with the design of the cargo apron so we could have a chance to get started on the project this fall.

Airport Construction and Security Update: (Continued)

Mr. Dobberstein stated as far as security, the TSA is still working on implementing the new process we have been talking about for the past couple of months. He stated this process would allow both lanes at the checkpoint to remain in non-pre-check mode. He stated this process uses a device to identify the bins belonging to pre-check passengers and expedites the process. He stated right now the TSA is able to process about 225 passengers per hour and this should increase that number. He stated it is still a pilot program.

Other Business:

Attorney Bossart stated she had a conversation with City of Fargo Attorney Erik Johnson recently. She stated the purpose of the conversation was to let the Airport Authority know that the City is not dragging its feet on the matters of compensation and the Memorandum of Understanding. She stated that he indicated we should receive the City's responses by the end of April.

Mr. Dobberstein stated we are working with Mead & Hunt and the FAA on a Request for Qualifications from architects for the Snow Removal Equipment Building expansion project. He stated we plan to have that advertised within a month.

Mr. Dobberstein stated for a number of years our budget has included funds for one additional full time building employee and one full time airfield employee. He stated we may look at moving ahead with that process as we will have additional equipment for airfield operations. He added that we currently have one full time seasonal equipment operator for the winter months but we may look at increasing that to two full time seasonal positions.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, April 23, 2019 at 8:00 a.m.

Time at adjournment was 8:18 a.m.