

Regular Meeting

Tuesday

November 8, 2016

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

The members present or absent were as follows:

Present: Clark, Kilander, Pawluk

Absent: Blazek, Haugen

Others: Bossart, Gehrig

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held October 25, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held October 25, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$45,643.45:

Mr. Kilander moved to approve the airport vouchers totaling \$45,643.45.

Second by Dr. Clark.

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

Absent and not voting: Blazek, Haugen

The motion was declared carried.

Approved the Individual Voucher to Hanson Design Associates:

Dr. Clark moved to approve the individual voucher in the amount of \$525.00 to Hanson Design Associates for partial payment request for landscape architecture services in connection with the Airport Shelterbelt Restoration Project.

Second by Mr. Kilander.

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

Absent and not voting: Blazek, Haugen

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$11,484.90 to Mead & Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, AIP42.

Second by Mr. Kilander.

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

Absent and not voting: Blazek, Haugen

The motion was declared carried.

Received Communication from Mr. Jim Shaw Regarding Eastside Terminal Lease:

The communication dated November 1, 2016, from Mr. Jim Shawn, Shaw Investments, was received and filed without objection.

Mr. Dobberstein stated Mr. Shaw is requesting to terminate his lease in the Eastside Terminal effective at the end of his lease term which is January 31, 2017.

Received Recommendation to Retain TL Stroh Architects for Proposed Walkway Project:

Mr. Kilander stated the Parking Lot Subcommittee (Kilander, Blazek) met on October 28 to review the qualifications of the four firms (Foss Architecture & Interiors, JLG Architects, ICON Architectural Group, and TL Stroh Architects) submitting proposals for architectural services for the proposed elevated walkway. He stated Mr. Dobberstein, Mr. Darren Anderson and Mr. Bernie Ness also participated in the review process. He stated we followed the FAA guidelines in the scoring process. He stated after an extensive discussion and review it was the unanimous decision to recommend to the Airport Authority that we retain TL Stroh Architects.

Chairman Pawluk asked Dr. Clark if she was involved in the interview process.

Dr. Clark stated she was not but after her review of the proposals she would concur with the recommendation of the committee.

Mr. Kilander moved the Airport Authority retain the services of TL Stroh Architects for the Elevated Walkway Project.

Second by Dr. Clark.

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

Chairman Pawluk thanked Mr. Kilander and Mr. Blazek for their time and effort spent on the Parking Lot Subcommittee.

Received Update from Bravo Sierra Aero, LLC, Regarding Proposed South General Aviation Area Hangar Improvements:

Mr. Rick Berg, Bravo Sierra Aero LLC, was recognized and distributed a preliminary plan for expansion and improvements of the hangar in the south general aviation area. He stated he is working with Mr. Jeff Klein, Mead & Hunt, on how large the expansion can be without encroaching on the space required for the taxilane and the fuel farm operations.

Received Update from Bravo Sierra Aero, LLC, Regarding Proposed South General Aviation Area Hangar Improvements: (Continued)

Mr. Kilander stated he has no objection to what he sees, subject to the project meeting all of the necessary FAA criteria.

Mr. Berg stated following the last meeting he did get a copy of the deed restrictions placed on the land donated by the Hector family. He stated those covenants are clear that the land must have an aviation related use. He stated an ideal tenant for some of the facility would be one that is aviation related and one that would benefit to the close proximity to 19th Avenue. He stated he does not have a specific tenant in mind at this time.

Chairman Pawluk stated he likes the idea of expanding this existing facility because there is really no room for any additional hangars in the south general aviation area. He stated he does not have any objection to what he has seen so far and encouraged Mr. Berg to move forward with the planning process for future final approval by the Airport Authority.

Mr. Berg stated his goal and mission is to give a positive impression of the airport in that highly visible area.

Chairman Pawluk stated the challenges he sees is making certain the function of the fueling operation is not affected.

The proposed layout from Mr. Berg was received and filed without objection.

Mr. Kilander stated he would like the record to show that the board is encouraging Mr. Berg to move forward.

Chairman Pawluk stated that seems to be the consensus of the board that we support the proposed ideas and encouraged Mr. Berg to move on to the next step.

Mr. Dobberstein stated there were fuel tanks in that area that were removed so there may be some soil contamination that would need to be addressed. He stated the tanks were registered at the time and removal of any contaminated soil would be covered under the ND Petroleum Tank Release Fund.

Received Communication from Corporate Air Regarding Cargo Support Facility:

The communication dated November 4, 2016, from Mr. Dale Nelson, VP of Administration, Corporate Air, was received and filed without objection.

Mr. Dobberstein stated Corporate Air is the FedEx feeder that has the Cessna Caravan aircraft here for their operations. He stated they have selected Midwest Development Construction (Mr. Jerry Dean) to build the facility they need to accommodate their aircraft. He stated the preliminary lease area which has been approved by FedEx is 315' x 380', which would take up the rest of the space adjacent to the cargo ramp. He stated this facility will be for aircraft storage and maintenance. He stated he expects a draft lease agreement this week for that space and he will review that with Attorney Bossart. He stated they will want to get a lease in place.

Airport Construction and Security Update:

Mr. Darren Anderson as recognized and stated the Delta ticket counter and kiosk project is underway and should be completed soon.

There was nothing to report on security issues.

Other Business:

Mr. Kilander moved to designate the first meeting in January as the Annual Meeting, January 10, 2017.

Second by Dr. Clark.

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

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, December 13, 2016 at 8:00 a.m.

Time at adjournment was 8:43 a.m.