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Regular Meeting

Tuesday

April 26, 2016

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

The members present or absent were as follows:

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

Vice Chairman Macdonald presiding.

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

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

Approved the Airport Vouchers Totaling \$50,519.99:

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

Clark now present.

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Kilander moved to approve the individual voucher in the amount of \$2,250.00 to Sixel Consulting Group for the quarterly airline report.  
Second by Mr. Blazek.  
On the call of the roll, Clark, Blazek, Kilander, Macdonald voted aye.  
Absent and not voting: Pawluk  
The motion was declared carried.

Approved the Individual Voucher to Gast Construction:

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

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$43,734.79 to Mead & Hunt for partial payment request for engineering services in connection with the Airport Master Plan Update, AIP42.

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Olaf Anderson Construction:

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

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

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

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

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

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

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

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

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

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

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

Second by Mr. Blazek.

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

Absent and not voting: Pawluk

The motion was declared carried.

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

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

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

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

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

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

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

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

Second by Dr. Clark.

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

Absent and not voting: Pawluk

The motion was declared carried.

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

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

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

Second by Mr. Blazek.

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

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

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

Second by Dr. Clark.

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

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

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

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

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

Second by Dr. Clark.

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

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

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

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

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

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

Airport Construction and Security Update:

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

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

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

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

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

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

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

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

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

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

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

Second by Dr. Clark.

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

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

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

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

Second by Mr. Blazek.

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

Other Business:

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

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

Time at adjournment was 8:36 a.m.