
Regular Meeting

Tuesday

May 24, 2016

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

The members present or absent were as follows:

Present: Clark, Kilander, Macdonald, Pawluk

Absent: Blazek

Others: None

Chairman Pawluk presiding.

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

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

Approved the Airport Vouchers Totaling \$49,206.78:

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

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Forum Communications:

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

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

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

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

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

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

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

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

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

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

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

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

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

Second by Dr. Clark.

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

Absent and not voting: Blazek

The motion was declared carried.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Second by Mr. Kilander.

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

Absent and not voting: Blazek

The motion was declared carried.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Airport Construction and Security Update:

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

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

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

Other Business:

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

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

Second by Dr. Clark.

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

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

Other Business: (Continued)

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

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

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

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

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

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

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

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

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

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

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

Time at adjournment was 8:52 a.m.