Regular Meeting Tuesday September 13, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota was held Tuesday, September 13, 2016 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Kilander, Haugen (via phone), Pawluk
Absent: None
Others: Bossart

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 23, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held August 23, 2016, were approved without objection.

Approved the Airport Vouchers Totaling $53,505.20:

Mr. Blazek moved to approve the airport vouchers totaling $53,505.20.
Second by Dr. Clark.
On the call of the roll members Clark, Blazek, Kilander, Haugen, Pawluk voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Kilander moved to approve the individual voucher in the amount of $6,262.35 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, Haugen, Pawluk voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Kilander moved to approve the individual voucher in the amount of $2,003,878.10 to Northern Improvement Company for Partial Payment Request #5 for construction of the Taxiway A Reconstruction Project, AIP45.

Second by Mr. Blazek.

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

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

Approved the Individual Voucher to Northern Improvement Company:

Mr. Kilander moved to approve the individual voucher in the amount of $2,196,102.81 to Northern Improvement Company for Partial Payment Request #2 for construction of the Terminal Taxiway and Taxiway A Reconstruction Project, A"IP46.

Second by Mr. Blazek.

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

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

Received Change Order #2 from Northern Improvement Company for an Increase of $5,355.00 to the Terminal Taxiway and Taxiway A-3 Project, AIP46:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Change Order #2 to Northern Improvement for an increase of $5,355.00 to the Terminal Taxiway and Taxiway A-3 Project, AIP46, relates to spalls that existed in the concrete which was adjacent to the concrete being removed, but the spalls had not broken free. In the process of removing the concrete, the spalls became dislodged and needed to be repaired. Northern Improvement has proposed to complete approximately 21 sf of partial depth/spall repairs at $255.00 per sf with a material called Delpatch Elastomeric Concrete. He stated we have used this material on the airfield before and it performs phenomenally. He stated he did refer to some previous bid tabulations for this type of repair and the price is fair. He added that this is a maintenance item and the FAA may provide funding.

Mr. Kilander moved to approve Change Order #2 to Northern Improvement for an increase of $5,355.00 to the Terminal Taxiway and Taxiway A-3 Project, AIP46.

Second by Dr. Clark.

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

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

Receive Communication from Joel Jorgenson, SALAD Days Aviation LLC, Requesting North General Aviation Area Hangar Ground Lease Term:

The communication from Mr. Joel Jorgenson, SALAD Days Aviation LLC, dated August 26, 2016, was received and filed without objection.

Mr. Dobberstein stated Mr. Jorgenson has been providing us with progress updates since his first request to build a hangar in the north general aviation area some months ago. He stated this request is for a 30-year lease for the construction of a 100' x 140' hangar. He stated Mr. Jorgenson

Received Communication from Joel Jorgenson, SALAD Days Aviation LLC, Requesting North General Aviation Area Hangar Ground Lease Term: (Continued)

is working with Mead & Hunt on an airspace study and the effective date of the lease would be the first day of the month the building permit is issued.

Mr. Kilander moved to approve a 30-year lease for SALAD Days Aviation LLC for a hangar in the north general aviation area, subject to determination of the start date of the lease based on issuance of building permit.

Second by Dr. Clark.

Mr. Dobberstein stated the color of the hangar is going to be the same as the other hangars in the north general aviation area.

Chairman Pawluk asked for a vote on the motion.

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

Chairman Pawluk stated the board has discussed the matter of hangar color in the past and he would still like for the board to determine one color for all hangars constructed.

Received Communication from FM CVB Regarding Information Center Operation:

The communication from Mr. Charley Johnson, President & CEO of the Fargo-Moorhead Convention and Visitors Bureau dated September 6, 2016, was received and filed without objection.

Chairman Pawluk welcomed Mr. Charley Johnson and asked Mr. Dobberstein to give some background on the Information Center.

Mr. Dobberstein stated shortly after the terminal building opened in 1986 the Chamber proposed the idea of an Information Center at the airport and they initiated the center and staffed it with volunteers for many years to answer phone calls and assist passengers. He stated at some point Cole Carley and the FM CVB took over the operation of the center and just recently started paying people to staff the center. He stated the CVB's request is that the Airport Authority defray half of the cost ($6,000), which has been $12,000 per year.

Mr. Johnson stated he started with the CVB just four years ago and one of his staff members, who is no longer with the CVB, handled the operations dealing with the Information Center so he stated he has not had a lot to do with the center. He stated it was brought to his attention that they were having a hard time finding volunteers to staff the center so that is when they decided to offer it as a paid position.

Mr. Johnson stated the CVB's primary concern is the arriving visitors to Fargo-Moorhead but right now the Information Center at the airport seems to be dealing less with the visitors arriving to Fargo and more with travel assistance issues. He stated he doesn't have a problem with that but he would like some help from the airport with the funding.

Mr. Kilander stated if the Airport Information Center is an important asset to the airport he does not see any reason we could not fund a portion of the operating costs. He asked Mr. Dobberstein if he feels the Information Center is a valuable asset.

Mr. Dobberstein stated when the center is staffed it does take quite a few calls away from our office as well as people looking for information who might otherwise be directed to our office.

Chairman Pawluk asked Mr. Johnson what he would do to change it to make it closer to the mission of the CVB.

Received Communication from FM CVB Regarding Information Center Operation: (Continued)

Mr. Johnson stated he would like to see the center moved closer to the baggage claim area as that is where the arriving passengers gather but he understands there are space restraints in the terminal. He stated they would also try to staff it better. He stated he found out the phone number for the Information Center is the only number shown on the home page of the airport website.

After further discussion, Mr. Kilander moved to approve the request from the F-M CVB to fund 0$6,000.00 for the operation of the Airport Information Center for calendar year 2017.

Second by Mr. Blazek.

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

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

Received Lease Amendment for Bernie Ness South General Aviation Area Hangar:

Mr. Dobberstein stated at the last meeting the board received a request from Mr. Bernie Ness to amend his hangar ground lease to eliminate the square footage on which the igloo building, which was removed, was located. He stated an amendment has been prepared updating the lease.

Mr. Kilander moved to approve the lease amendment for the NW Leasing, LLP hangar land lease amending the square footage.

Second by Dr. Clark.

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

Authorized Attendance at the International Council of Airshows, December 5-8, 2016, Las Vegas, NV:

Mr. Kilander moved to authorize attendance at the International Council of Airshows, December 5-8, 2016, Las Vegas, NV.

Second by Dr. Clark.

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

Mr. Dobberstein stated he and Mr. Blazek will be attending. He added that Gen. Haugen will also be attending but on behalf of the Fargo Airsho Committee.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and gave an update on the Taxiway A, A-3 and Terminal Taxiway Projects. He stated all of the work requiring the closure of Runway 18/36 is complete. He stated the cargo area improvement project is also progressing.

Mr. Mark Breukink, Mead & Hunt, was recognized and stated following the Airport Authority meeting we will be having a meeting with the Airport Master Plan Advisory Committee and from 11:30 am - 1:00 pm a public open house in the Boardroom for the Airport Master Plan.

Mr. Darren Anderson was recognized and stated the TSA will be installing new screening machines at the checkpoint next week.

Other Business:

Mr. Dobberstein stated Mr. Hausauer, City of Fargo Wastewater Plant, brought a matter to our attention just yesterday. He stated when the county rerouted County Road 31 around the Stockman Addition they discovered that the two pipelines that run to and from the Casselton ethanol plant are now only two feet underground. He stated they are requesting an easement that follows the road to relocate that short section of pipeline. He stated the project has to be done by October 1 as there is only a seven-day window when the line is shut down between the wastewater plant and the ethanol plant. He stated the other pipeline will be abandoned.

Mr. Kilander moved Mr. Dobberstein be authorized to work with Attorney Bossart at the City of Fargo Wastewater Plant to negotiate an easement for the relocation of the portion of pipeline as requested.

Second by Mr. Blazek.

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, September 27, 2016 at 8:00 a.m. in the Airport Boardroom. (9/27/16 meeting was cancelled and next meeting would be October 11, 2016)

Time at adjournment was 8:40 a.m.