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**MUNICIPAL AIRPORT AUTHORITY**

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Regular Meeting

Tuesday

February 23, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 23, 2016, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Clark, Blazek, Macdonald  
Absent: Kilander, Pawluk  
Others: Gehrig

Vice Chairman Macdonald presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 9, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held February 9, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$42,888.54:

Mr. Blazek moved to approve the airport vouchers totaling \$42,888.54.  
Second by Dr. Clark.  
On the call of the roll, members Clark, Blazek, Macdonald voted aye.  
Absent and not voting: Kilander, Pawluk  
The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Dr. Clark moved to approve the individual voucher in the amount of \$7,570.60 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, Macdonald voted aye.  
Absent and not voting: Kilander, Pawluk  
The motion was declared carried.

Approved the Individual Voucher to EideBailly:

Dr. Clark moved to approve the individual voucher in the amount of \$1,850.00 to EideBailly for the PFC audit for the year ending December 31, 2015.

Second by Mr. Blazek.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$2,773.53 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction Project, AIP45.

Second by Mr. Blazek.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$10,502.85 to Mead & Hunt for partial payment request for engineering services in connection with the Taxiway A Reconstruction Project, AIP45.

Second by Mr. Blazek.

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

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$10,502.85 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, Macdonald voted aye.

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approve the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$24,669.69 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, Macdonald voted aye.

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Dr. Clark moved to approve the individual voucher in the amount of \$13,133.95 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, Macdonald voted aye.

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Received Proposed Contract from Mead & Hunt to Prepare PFC Application #8:

The proposal from Mead & Hunt dated February 19, 2016 was received and filed without objection.

Mr. Dobberstein stated the record of decision for our current PFC application was just prior to our terminal expansion project that started in 2006 with construction completed in 2008. He stated the largest item in that PFC application was the bond that we issued for the project which was a little over \$7 million and we paid off those bonds last year. He stated there are still a number of items for which we are collecting in the current PFC and at our current rate of collection our PFC collection authority will expire in April of 2018. He stated it is wise for us to get the next process in place. He stated some of the projects on the proposed list may not be eligible but they will be reviewed by the FAA. He stated the airlines also have an opportunity to review the list of projects and make any objections.

Mr. Dobberstein stated Mead & Hunt is proposing to provide assistance in the application process to the FAA for a lump sum of \$54,400. He stated this is probably a four to six month process. He added that this cost is eligible for reimbursement through the PFC program.

Mr. Blazek moved to approve the contract with Mead & Hunt to prepare PFC Application #8 for a lump sum of \$54,400.

Second by Dr. Clark.

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

Received Communication from Mead & Hunt Regarding Notice to Proceed for Improvements (bid awarded to Olaf Anderson on 10/27/15):

The communication from Mead & Hunt was received and filed without objection.

Mr. Dobberstein stated on October 27, 2015, the Airport Authority opened bids and approved the award of the project to Olaf Anderson for improvements in the cargo area, subject to MDC, Inc. putting a contract in place with a national freight carrier. He stated it appears that contract will hopefully be executed later this week. He stated upon execution of that contract we would issue a notice to proceed with Olaf Anderson. He stated the original contract amount was a little over \$1.2 million and from the time we preliminarily awarded the contract there have been changes in scope and negotiations in the site plan. He stated the changes have added some projects the Airport Authority will complete. He stated we had agreed to do the employee parking lot on the north side of the area and we will also add the trucking parking lot. He stated we will also take over all of the fencing and temporary fencing during the project. He stated as far as the excavation for the new building we will be taking care of the hauling away of that material and using it to fill in the site of the borrow pit the City of Fargo used located east of University Drive. He stated we will be doing all of the storm water retention for the site. He stated we will be taking care of the plug-ins for the truck parking lot and any Xcel Energy fees for connections of the transformers. He stated other than that everything else is in line with the original bid. He stated these change orders could be in the range of \$200,000 to \$230,000.

Mr. Dobberstein stated without any objection to these additions we will reaffirm the issuance of the Notice to Proceed to Olaf Anderson.

There were no objections.

Received Preliminary 2015 Airport Construction Account Statement:

The preliminary 2015 Airport Construction Account Statement was received and filed without objection.

Mr. Dobberstein distributed copies of the statement and stated these figures have not yet been audited but he does not expect any adjustments other than something slight.

Received Request from Fargo Air Museum for Event Sponsorship:

The request from the Fargo Air Museum was received and filed without objection.

Mr. Dobberstein stated since the Fargo Air Museum has been holding this annual fund raising event the Airport Authority has participated with a sponsorship.

Dr. Clark moved to approve the \$2,500 sponsorship for the Fargo Air Museum Celebrity Auction.

Second by Mr. Blazek.

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

Macdonald abstained.

Absent and not voting: Kilander, Pawluk

The motion was declared carried.

Received Update on MDC, Inc. Lease Amendment and Extension (Approved 10/2/15):

Mr. Dobberstein stated on October 2, 2015, Mr. Jerry Dean, MDC, Inc., requested a lease amendment and extension to his lease with the Airport Authority. He stated Mr. Dean has been working with Federal Express for over a year on this process and they are working toward finalizing the lease agreement he will have with us for the additional property he has requested to lease. He stated the current lease is for 59,923 square feet and he is requesting an increase of 71,241 square feet for a total of 131,164 square feet. He stated right now we are looking at the first arrival of FedEx aircraft on October 30 with the first operation on October 31. He stated all of the legal descriptions have been updated and they are waiting for an ALTA survey to be done. He added that we are not a party to the agreement MDC, Inc. has with Federal Express.

Mr. Dobberstein stated we will be working on details on construction and hopefully that will get started in early April.

Mr. Blazek moved to authorize the Executive Director to sign the lease amendment and extension with MDC, Inc., subject to final review and approval by Attorney Stewart.

Second by Dr. Clark.

Mr. Dobberstein stated the only other document will be a cargo airline operating agreement Federal Express has requested, which will be similar to operating agreements we have with airlines but that probably won't be signed for a few months yet. He stated Attorney Stewart is still in the process of reviewing that and making changes.

Mr. Blazek stated he would like to congratulate Mr. Dobberstein and his staff because he has just a small hint of the number of hours that have been put into this project over the last 20 years. He stated to see this all the way to fruition is a huge accomplishment.

Vice Chairman Macdonald called for a vote on the motion.

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

Received Communication from Sanford Health Requesting an Extension of the Eastside Terminal Lease:

The communication from Mr. Tim Meyer, Sanford Health dated February 18, 2016, was received and filed without objection.

Mr. Dobberstein stated Sanford leases space in the Eastside Terminal and their lease expires April 30, 2016. They are requesting a one year extension.

Mr. Blazek moved to approve the one year lease extension requested by Sanford Health.

Second by Dr. Clark.

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

Authorized Attendance at the AAEE National Airport Economic Development Conference, April 11-13, 2016, Raleigh, NC:

Dr. Clark moved to authorize attendance by staff and board members at the AAEE National Airport Economic Development Conference, April 11-13, 2016, Raleigh, NC.

Second by Mr. Blazek.

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

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated the restroom expansion project is done and ahead of the completion date. He stated they are waiting for some shop drawings on railings for the CBM expansion project but once they start they anticipate the project to move along quickly.

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

Time at adjournment was 8:33 a.m.