
Regular Meeting

Tuesday

March 8, 2016

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

The members present or absent were as follows:

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

Chairman Pawluk presiding.

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

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

Approved the Airport Vouchers Totaling \$23,486.95:

Mr. Blazek moved to approve the airport vouchers totaling \$23,486.95.
Second by Gen. Macdonald.
On the call of the roll, members Blazek, Macdonald, Pawluk voted aye.
Absent and not voting: Clark, Kilander
The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of \$56,072.40 to Flint Communications for partial payment request for the 2016 Airport Marketing Program.
Second by Mr. Blazek.
On the call of the roll, members Blazek, Macdonald, Pawluk voted aye.
Absent and not voting: Clark, Kilander
The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Gen. Macdonald moved to approve the individual voucher in the amount of \$697.50 to TL Stroh Architects for partial payment request for architectural services in connection with the Westside Terminal Restroom Expansion.

Second by Mr. Blazek.

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

Absent and not voting: Clark, Kilander

The motion was declared carried.

Received Communications from Beaton Farms and Cass Clay Farms Regarding Lease Extension:

Mr. Dobberstein stated we received a communication dated February 2, 2016 from Tom Beaton Farms but have not yet received written communication from Cass Clay Farms.

The communication from Tom Beaton Farms was received and filed without objection.

Mr. Dobberstein stated Tom Beaton Farms and Cass Clay Farms are both interested in a two-year extension of their current farm lease agreements. He stated 2016 is the final year of their current contracts. He stated he has not received a written request from Cass Clay Farms but he has talked with Mr. Brandon Olson and he has indicated verbally they would be interested in a two-year extension as well. He stated this extension would allow them to do some additional drainage improvements and be able to recover some of the time and expense it will take them to do that.

Mr. Dobberstein stated he would recommend granting the two-year extension for both tenants. He stated we could go out for bids again but in the current farm market we may not do as well.

Mr. Blazek moved to approve the request from Beaton Farms for a two-year extension of their farm lease and that it be left up to the discretion of the Executive Director to grant a two-year extension to Cass Clay Farms upon receipt of their formal written request.

Second by Gen. Macdonald.

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

Received Proposed Contract from Mead & Hunt for Cargo Area Improvements:

Mr. Dobberstein stated we will discuss this matter at the next meeting as Mead & Hunt is not present today.

Receive Proposed Airline Operating Agreement:

Mr. Dobberstein stated Federal Express has chosen to enter into an Airline Operating Agreement between Federal Express and the Municipal Airport Authority. He stated the agreement is very basic and straightforward and follows the same format as we have with our air carriers. He stated FedEx will be participating in the costs for ARFF services.

Gen. Macdonald moved to approve execution of the proposed Airline Operating Agreement with Federal Express.

Second by Mr. Blazek.

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

Received Proposed Attornment Agreement for MDC, Inc.:

Mr. Dobberstein stated Federal Express is requesting an attornment agreement which basically provides that if MDC, Inc. ceases to exist the Municipal Airport Authority will become the landlord in its place.

Mr. Blazek moved to approve and authorize execution of the proposed Attornment Agreement among Federal Express, the Municipal Airport Authority and MDC, Inc.

Second by Gen. Macdonald.

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

Discussed Parking Maintenance and Construction Fund Certificate of Deposit Renewal:

Mr. Dobberstein stated the Airport Authority currently owns a Certificate of Deposit of just over \$7 million with First International Bank which has a renewal date of April 1. He stated the original amount of the CD was \$5 million and last year we added \$2 million. He stated he is recommending adding \$1 million this year. He stated we can get bids from area banks for the CD, as we have done in the past.

Chairman Pawluk asked why only \$1 million this year.

Mr. Dobberstein stated we have a number of improvement projects on the airport this year, such as the improvements in the cargo area, which will come from the Operations and Maintenance Fund.

Mr. Blazek stated we could add another CD at any time during the year.

Gen. Macdonald moved to approve the Executive Director's recommendation to transfer \$1 million from the Operations and Maintenance Fund to the Parking Maintenance and Construction Fund and that he be authorized to negotiate a new certificate of deposit.

Second by Mr. Blazek.

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

Chairman Pawluk stated we are getting close to having adequate funds to complete a parking project whether it be a skyway or a ramp without having to go out and finance a large amount. He stated he goes back and forth between building a skyway and building a parking structure. He stated he believes that it is the expectation of our customers that there will be a parking structure that will allow them to park closer to the terminal.

Gen. Macdonald stated a parking ramp will serve a relatively small percentage of our customers whereas an elevated walkway will serve everyone parked in the parking lots.

Mr. Dobberstein stated a parking structure does nothing to improve the experience of the person we are concerned about and that is the person walking from the furthest point in the parking lot. He stated the survey we conducted showed that not enough people would be willing to pay an elevated rate to park in a structure in order to pay off the bonds that would need to be issued to build a ramp. He stated if an elevated walkway is designed properly and connects to the terminal building it would be eligible for federal AIP funding, although it would have a low priority. He stated there would be no federal funds available for a parking structure as it is revenue producing. He stated right now he feels we have some other higher priorities such as an additional gate on the east end of the terminal. He stated we are having a Master Plan Advisory Committee meeting following our next board meeting on March 22 and we can have further discussion at that time.

Discussed Parking Maintenance and Construction Fund Certificate of Deposit Renewal:
(Continued)

Mr. Dobberstein the parking lot fund is not all for new construction. He stated the existing lots need a mill and overlay and the employee parking is also in dire need of a mill and overlay. He stated it is feasible that the needed improvements could cost \$1 million.

Chairman Pawluk stated we will revisit the parking issue again at a future meeting and continue discussion.

Received Preliminary 2015 Statement of Operations (Operations and Maintenance Account):

The preliminary 2015 Statement of Operations (Operations and Maintenance Account) was received and filed without objection. He stated the figures will be finalized after the audit later in the year.

Mr. Dobberstein reviewed the statement and answered various questions from board members.

Airport Construction and Security Update:

Mr. Dobberstein stated TF Powers has started construction of the CBM/Skydine expansion in the departure lounge.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, March 22 at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 8:40 a.m.