
Regular Meeting

Tuesday

May 10, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 10, 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: Gehrig

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 26, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held April 26, 2016, were approved without objection.

Approved the Airport Vouchers Totaling \$27,508.18:

Gen. Macdonald moved to approve the airport vouchers totaling \$27,508.18.
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.

Approved the Individual Voucher to Fargo Electric Construction:

Mr. Kilander moved to approve the individual voucher in the amount of \$385.00 to Fargo Electric Construction for electric utility locates for the Taxiway A Reconstruction Project, AIP45.
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.

Approved the Individual Voucher to Sixel Consulting Group:

Mr. Kilander moved to approve the individual voucher in the amount of \$586.63 to Sixel Consulting Group for payment request for consulting services for the Allegiant Air Conference.

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.

Approved the Individual Voucher to Flint Communications:

Mr. Kilander moved to approve the individual voucher in the amount of \$7,524.00 to Flint Communications for partial payment request for 2016 Airport Marketing Program.

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.

Approved the Individual Voucher to Olaf Anderson Construction:

Mr. Kilander moved to approve the individual voucher in the amount of \$31,795.17 to Olaf Anderson Construction for Partial Payment Request #2 for construction of the Access Road, Apron Lighting and Sanitary Sewer Improvements.

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.

Approved the Individual Voucher to TF Powers Construction:

Mr. Kilander moved to approve the individual voucher in the amount of \$14,553.00 to TF Powers Construction for flooring/tiling/waterproofing for coffee shop and lounge expansions, departure lounge, Westside Terminal.

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 Communications from Olaf Anderson Construction Regarding Change Order #1 for an Increase of \$193,052.00 and Change Order #2 for an Increase of \$7,645.00 to the Access Road, Apron Lighting and Sanitary Sewer Improvements:

The communication from Olaf Anderson Construction was received and filed without objection.

Mr. Dobberstein stated Change Order #1 was tabled at the last meeting until Olaf Anderson was able to get some further information from the City of Fargo regarding the storm water retention ponds. That information has now been finalized and has resulted in Change Order #2 in the amount of \$7,645.00 for an additional manhole.

Mr. Dobberstein explained the reason for the significant cost increases in Change Order #1 (\$193,052.00) is that after the project was bid Federal Express had number of changes to the design and site plans. He stated there are construction meetings once a week and we have not heard of any additional changes beyond these two change orders.

Chairman Pawluk stated he would look at further change orders negatively if we are not able to increase the lease amount to recover the costs.

Mr. Kilander stated he doesn't think any of us want to give away any money, however, we are pretty well committed to the project. He stated we knew at the front end there was going to be substantial costs so we can't bury our heads in the sand. He stated we are not going to increase the rent because of the changes but we are going to be able to collect rent as a result of the changes.

Mr. Dobberstein stated the good news is that the change order in the amount of \$59,840.00 approved at the last meeting for some electrical service changes is no longer necessary because FedEx and MDC decided to keep the original transformer at the 208 volt service rather than change it to 480 volt service.

Mr. Kilander moved to approve Change Order #1 in the amount of \$193,052.00 and Change Order #2 in the amount of \$7,645.00 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, Kilander, Macdonald, Pawluk voted aye.

Absent and not voting: Blazek

The motion was declared carried.

Received Update from Cass County Regarding County Road 31 Project and Easements:

Mr. Jason Benson, Cass County Engineer, was recognized and stated they have been working with Mr. Dobberstein for quite a while on this project and they are ready to get the project started. He stated he is here today to discuss the final easement they will be requesting for this project. He stated they are requesting a 75' permanent and a 25' construction easement for the connecting piece between the old portion of the road which is still needed to access the park facilities and the homes that have adjacent driveways to County Road 31. He stated when the project is complete the 25' construction easement will be returned to tillable land.

Received Update from Cass County Regarding County Road 31 Project and Easements:
(Continued)

Mr. Benson stated there was also a request from the Airport Authority that the County obtain signed agreements from each property owner identifying where their land ends and the Airport Authority's land begins. He stated so far they have received signed documents from about one third of the residents and are continuing to get those signatures. He added that they worked with Soil Conservation on the trees that were planted by the Airport Authority and they were able to have a contractor move the trees that were able to be moved and those were replanted in the northern part of the tree claim to replace trees that had died.

Mr. Dobberstein stated Attorney Stewart has reviewed and approve the easements. He stated we are just missing one map exhibit.

Mr. Benson stated the project should be completed and the road open by mid-July.

Dr. Clark moved to approve the 25' construction easement and permanent 75' easement as requested by Cass County for this portion of the Cass County Road 31 Project.

Second by Mr. Kilander.

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

Receive Proposed Right of Way Easement from Cass County Electric Associated with the County Road 31 Project:

Mr. Dobberstein stated Cass County Electric Cooperative has requested a Right of Way Easement along the reconstructed County 31. He stated Attorney Stewart has reviewed and approved this easement.

Gen. Macdonald moved to approve the Right of Way Easement be granted to Cass County Electric Cooperative.

Second by Mr. Kilander.

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

Authorized Attendance at the AAAE Legislative Conference, July 12-13, 2016, Washington, DC:

Gen. Macdonald moved to authorize attendance at the AAAE Legislative Conference, July 12-13, 2016, Washington, DC.

Second by Dr. Clark.

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

Authorized Attendance at the AAAE Great Lakes Chapter Conference, August 4-7, 2016, South Bend, IN:

Mr. Kilander moved to authorize attendance at the AAAE Great Lakes Chapter Conference, August 4-7, 2016, South Bend, IN.

Second by Gen. Macdonald.

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

Received Communication from Jeff Johnson Regarding Self-Fueling Operation:

Mr. Dobberstein stated Mr. Johnson was not able to attend this morning so this item will be tabled until the next meeting.

Received Update from Standard Parking (SP+):

Mr. John Conway, Vice President and Regional Manager, Standard Parking, was recognized and stated he oversees the airports in the western part of the country. He stated we saw an increase in revenue 2015 over 2014, but year to date 2016 compared to 2015 we have seen a decrease. He stated they are planning on addressing some maintenance issues around the exit plaza to enhance the image of that area. He stated they are also planning to meet with the snow removal vendor and recap the snow removal operations and look at any improvements that can be made. He stated the manager will be attending some facility manager training in Chicago and Denver.

Mr. Kilander stated it seems to him that the changes we made in the rates for the short term lot have worked and freed up some of the space for meeters and greeters.

Mr. Conway stated they feel those changes have helped with that issue. He stated they are also going to be using social media for marketing and customer service.

Chairman Pawluk cautioned Mr. Conway not to base any plans for snow removal procedures on our last two winters as both were mild winters as far as snowfall.

Received Update Regarding Airport Master Plan Project:

Mr. Mark Breukink, Mead & Hunt, was recognized and stated following this meeting at 9:00 am we will be holding an Airport Master Plan Open House. He stated this is a public information meeting giving the public an opportunity to review the airport's plans for the future and giving them an opportunity to comment and give opinions before plans are finalized.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Northern Improvement has started on the Taxiway A Reconstruction Project, breaking up and removing the existing concrete. He stated Olaf Anderson continues to work on construction of the new building in the cargo area as well as renovations of the existing building.

Mr. Dobberstein stated the steel for the new building will arrive next week which should put them ahead of schedule.

Other Business:

Chairman Pawluk stated we are getting full as far available space for new aircraft hangars. He stated we know there are some hangars on the field that are used for storage of personal property and not aircraft and some hangars are just empty. He stated this is an airport and the lease states the hangar is for an aviation use but does allow storage of personal items as well. He stated as an Airport Authority we should decide if we want to maximize the number of aircraft stored in these hangars or continue to allow them to be used as general storage.

Mr. Dobberstein stated we do not have to decide anything because the FAA requires that an aircraft be present in the hangar. He stated there have been cases where someone may have sold an aircraft and were in the process of buying another one or if someone is in the process of getting their license back due to a medical condition. He stated the Airport Authority does not need to take any action on this matter. He stated we can certainly reaffirm the FAA's policy of requiring an aircraft in every hangar.

Mr. Kilander asked if there is a problem that needs to be solved or are we looking for a problem.

Mr. Dobberstein stated we know of probably four hangars that do not currently have airplanes stored in them. He stated these particular hangars would not be large enough for the aircraft owned by the people who have indicated an interest in building new hangars on the field.

Mr. Kilander stated he feels if there is an abuse of the rules in the south general aviation area a letter from the Authority would be more than sufficient.

Mr. Dobberstein stated if there is hangar space available someone will rent it.

Chairman Pawluk stated he feels our objective is to maximize the number of based aircraft on the field. He stated we don't need to take any action but rather just reaffirm the policy.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, May 24, 2016 at 8:00 a.m. in the Airport Boardroom.

Time at adjournment was 8:48 a.m.