Regular Meeting Monday June 13, 2016

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

The members present or absent were as follows:

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

Chairman Pawluk presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 24, 2016:

The minutes of the Regular Meeting of the Municipal Airport Authority held May 24, 2016, were approved without objection.

Approved the Airport Vouchers Totaling $48,445.59:

Mr. Kilander moved to approve the airport vouchers totaling $48,445.59.
Second by Gen. Macdonald.
On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Gen. Macdonald moved to approve the individual voucher in the amount of $2,250.00 to Sixel Consulting Group for airline quarterly reports.
Second by Mr. Blazek.
On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk voted aye.
No member being absent and none voting the motion was declared carried.

Approved the Individual Voucher to Sixel Consulting Group:

Gen. Macdonald moved to approve the individual voucher in the amount of $1,449.45 to Sixel Consulting Group for consulting services for Alaska Airlines HQ visit, Seattle, WA.
Second by Mr. Blazek.
On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Forum Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of $252.72 to Forum Communications for legal advertisement for bids for the Terminal Taxiway and Taxiway A-3 Reconstruction, AIP46.
Second by Mr. Blazek.
On the call of the roll, members Clark, Blazek, Kilander, Macdonald, Pawluk voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Gen. Macdonald moved to approve the individual voucher in the amount of $7,344.42 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, Macdonald, Pawluk voted aye.
No member being absent and none voting nay the motion was declared carried.

Received Proposed Easement from CenturyLink for Cass County Road 31 Project:

The proposed easement from CenturyLink for the Cass County Road 31 Project was received and filed without objection.
Mr. Dobberstein stated because of the rerouting of Cass County Road 31, CenturyLink will have to reroute a short piece of their fiber cable. He stated Attorney Stewart has reviewed and approved the easement.
Mr. Kilander moved to approve the proposed easement from CenturyLink.
Second by Mr. Blazek.
All members present voted aye and the motion was declared carried.

Received Proposed Agreement and Consent with Cirrus Services, Inc. (Ryan Anderson) to Provide Flight Instruction via Vic's Aircraft Sales:

The communication dated June 10, 2016, from Ryan Anderson, Cirrus Services, Inc., and the communication from Victor Gelking dated June 9, 2016, were received and filed without objection.
Mr. Dobberstein stated Mr. Ryan Anderson is proposing to provide flight instruction under the umbrella of Vic's Aircraft Sales with an agreement similar to that which Red River Aero has through

Received Proposed Agreement and Consent with Cirrus Services, Inc. (Ryan Anderson) to Provide Flight Instruction via Vic's Aircraft Sales: (Continued)

Vic's. He stated we have received his proof of insurance and the Municipal Airport Authority has been added as a named insured to the policy. He stated Cirrus will pay the airport 1.5% of his monthly sales or $200.00 per month, whichever is greater.

Mr. Kilander moved to approve the Agreement and Consent with Cirrus Services, Inc. and Vic's Aircraft Sales.

Second by Mr. Blazek.

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

Received Communication from Mead & Hunt Regarding Bid Tabulation and Recommendation of Award for Terminal Taxiway and Taxiway A3 Reconstruction, AIP46:

The bid tabulation was received and filed without objection.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated bids were received on Thursday, June 9 at 2:00 pm for the Terminal Taxiway and Taxiway A3 Reconstruction Project. He stated only one bid was received and that was from Northern Improvement Company with a base bid of $4,657,530.60.

Mr. Klein stated there were also three alternates bid for the project. He stated Alternates #1 and #2 are for construction of the shoulders. He stated the options were 13" or 16" shoulders. He distributed diagrams showing the two options and explained that the 16" option came in at a lower price because of the streamlined construction process as the 13" concrete would have to be jointed differently than the 16" concrete. He stated Alternate #2 (16") will require less labor which will become especially important during required runway closure times to complete the project.

Mr. Klein stated Alternate #3 is for an upgrade to the computer equipment in the tower and the vault which runs the airfield lighting control system. He stated the current equipment was installed in 2004 which is an eternity in technology.

Gen. Macdonald moved to award the base bid ($4,657,530.60), Alternate #2 ($859,780.05) and Alternate #3 ($72,975.00) to Northern Improvement Company for the Terminal Taxiway and Taxiway A -3 Reconstruction (AIP46).

Second by Mr. Kilander.

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

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

Received Proposed Contract from Mead & Hunt for Construction Administration and Inspection Services Associated with the Terminal Taxiway and Taxiway A3 Reconstruction, AIP46:

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

Mr. Jeff Klein, Mead & Hunt, was recognized and stated this proposed contract is for construction observation and closeout associated with the Terminal Taxiway and Taxiway A3 Reconstruction Project (AIP46). He stated this is the exact scope of work they are doing for the Taxiway A Reconstruction Project currently under way. He stated their proposed fee for construction observation and inspection services is $354,500 and $8,000 for the project closeout. He stated these fees are subject to the FAA required independent engineering fee review.

Received Proposed Contract from Mead & Hunt for Construction Administration and Inspection Services Associated with the Terminal Taxiway and Taxiway A3 Reconstruction, AIP46: (Continued)

Mr. Dobberstein stated Mr. Wes Schon will conduct the independent engineering fee review.

Mr. Blazek moved to approve the proposed contract from Mead & Hunt for construction administration and inspection services associated with the Terminal Taxiway and Taxiway A3 Reconstruction for a total fee of $362,500, subject to the independent engineering fee review.

Second by Mr. Kilander.

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

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

Received Letters of Intent for Eastside Terminal Office Space (American Legion and Shaun Roche dba Disenchanted Toys):

The letters of intent from the American Legion and Disenchanted Toys were received and filed without objection.

Mr. Dobberstein stated there is one 360 square foot office available on the second floor of the Eastside Terminal and we have received two letters of intent for this space. He stated representatives of the American Legion Post 2 are present at the meeting. He stated the American Legion Auxiliary leases office space on the first floor of the building and it would be advantageous for the two Legion offices to be located in the same building.

Mr. Dobberstein stated that we have heard that Spectrum Aeromed may be interested in giving up some office space on the first floor that was formerly leased to Jim Shaw. He asked Mr. Rick Flacksbarth, Cityscapes Development, if Disenchanted Toys would be interested in that larger space on the first floor.

Mr. Flacksbarth was recognized and stated he talked with Mr. Chad Kost, Spectrum, on Friday afternoon and he was going to confirm that Spectrum was interested in giving up that space. He indicated that the larger office would be too large for Disenchanted Toys. He stated if Spectrum gives up that space we would have that available for the American Legion (528 square feet).

Mr. Dobberstein recognized Gen. Mike Haugen, American Legion Post 2, and asked if the larger office would be outside of their budget.

Gen. Haugen indicated it would not be outside of their budget.

Mr. Kilander asked how certain we are that Spectrum will give up the first floor space.

Mr. Dobberstein stated what he would recommend is that if Spectrum give up the first floor space the board approve to lease that to the American Legion Post 2 and the second floor office to Disenchanted Toys. He stated if Spectrum does not give up the first floor space then he would like to see the second floor office leased to the American Legion Post so that they could be co-located with the Auxiliary Office, and then Disenchanted Toys could be offered the next available space.

Mr. Kilander stated he feels that is the way we should go so that the American Legion offices can be located in one building.

Gen. Macdonald suggested authorizing the Executive Director to negotiate the leased space for these two requests since at this time we are not certain about the Spectrum space.

After further discussion, Mr. Dobberstein stated we just received a text message from Mr. Dean Atchison, Spectrum Aeromed, that they are open to releasing the space.

Received Letters of Intent for Eastside Terminal Office Space (American Legion and Shaun Roche dba Disenchanted Toys): (Continued)

Mr. Kilander moved that the Executive Director be directed to continue with discussions with American Legion Post 2 and Disenchanted Toys for office space in the Eastside Terminal and come back to the board at the next meeting with a final proposal.

Second by Mr. Blazek.

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

Mr. Dobberstein stated he will have leases ready to be signed at the June 28 meeting for occupancy effective July 1, 2016.

Received Communication from American Legion Auxiliary to Extend Eastside Terminal Office Lease:

The communication from the North Dakota American Legion Auxiliary was received and filed without objection.

Mr. Dobberstein stated the one-year lease for the ND American Legion Auxiliary for office space in the Eastside Terminal expires July 31, 2016 and they are requesting a one-year extension.

Gen. Macdonald moved to approve the request from the ND American Legion Auxiliary for a one-year extension of their office lease in the Eastside Terminal effective August 1, 2016.

Second by Mr. Blazek.

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

Airport Construction and Security Update:

Mr. David Negron, Assistant Federal Security Director, TSA, was recognized and stated the TSA is working with the airport and contractors on establishing a mobile TSA pre-check enrollment center. He stated an October time frame was discussed. He stated tomorrow a site survey team will be here to start the process of a change in the x-ray equipment at the checkpoint.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated the underground electrical work for the transformer and generator for the cargo area project is underway. He stated the project so far is on track and should be completed before the October 31 deadline.

Chairman Pawluk stated Mr. Dobberstein distributed a summary to the board members of where we are with our parking master plan via e-mail.

Mr. Dobberstein stated our current traffic is following the FAA forecasts and we have not yet hit any trigger points as far as parking expansion. He stated our passenger traffic has been affected by airline schedules which reflects the lack of pilots to fly their schedules and he stated it is not going to get better any time soon.

Mr. Kilander stated that would mean that we should not have to construct additional parking any time soon but that should not mean that we cannot move ahead with a plan to accommodate the comfort of the present customer, which an out of the element entry would play a big part. He stated even though we don't need to increase the number of parking stalls he feels we still need to make the experience of parking at the airport as pleasant as we can. He stated he thinks we should be

Airport Construction and Security Update: (Continued)

looking at an enclosed walkway attached to the terminal building.

Chairman Pawluk stated he thinks we would all agree with that but the main thing is paying for it and getting it in the queue with other construction projects we have coming up.

Mr. Dobberstein stated we currently have about $8 million in our airport parking lot construction and maintenance fund but about $1.5 million of that will need to go toward upgrades and maintenance in our existing lots. He stated in October 2013 when we received proposals from architectural firms the request was for proposals for a parking structure. He stated if we go with something other than a parking structure, such as the enclosed walkway, the FAA would not accept the solicitations received if we plan to use AIP funds for an eligible enclosed walkway. He stated if the board decides to go with the enclosed walkway, which would be eligible for AIP funding, we would have to start the process again and advertise for proposals for a covered walkway. He stated if the board wanted to go ahead and fund the project with funds other than AIP funds we could select from those proposals received and move forward with the project with alternate funding methods (PFC, reserve funds, bonding).

Mr. Kilander stated if we were looking at construction in 2018 is it too early to get started with the design process this year.

Mr. Dobberstein stated we did not budget anything in 2016 for design for parking.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated during the parking lot master plan process they estimated the cost of an elevated walkway attached to the terminal at about $9-10 million which would mean about $700,000 in design costs.

Gen. Macdonald stated he does not like the fact that we keep putting this off. He stated he does not know why we can't move ahead even if we have to start the advertising for proposals process over. He stated he does not think getting started this year would be too far ahead.

Chairman Pawluk stated we are in a down turn now but that will pick up again and at some point we will need more parking spaces. He stated completing the enclosed walkway will not change the fact that at some point we will need additional parking.

Gen. Macdonald stated that has always been true and has not changed. He stated it has always been his understanding that both an enclosed walkway and a parking structure are in the plans for the future.

Mr. Kilander stated in our planning we have set the stage for additional parking as we need it moving south. He sees these as two separate issues. We are going to need to keep our eye on what we will need for future growth but also we need to make the airport as customer friendly as possible so that we are sure that we are capturing as much of our market as we can. He stated he feels an enclosed walkway would do multiples for customer comfort.

Mr. Dobberstein stated we do not have the need for increased capacity at this time but the amenity for comfort for the passenger has always been there. He stated any decision about an enclosed walkway does not have anything to do with capacity.

Gen. Macdonald stated he would like to see us get the project designed and ready to go out for bid when we are ready.

Mr. Kilander stated he thinks that is the direction we should go. He stated it sounds like we should go back to square one and request proposals.

Airport Construction and Security Update: (Continued)

Mr. Dobberstein stated that process could be streamlined and ask for proposals not to exceed three to five pages and then pursue the AIP funding route.

After further discussion, Mr. Kilander was appointed to work with the Executive Director to move forward with the planning process for the parking lot enclosed walkway project.

Mr. Dobberstein stated we have been advised by the North Dakota Aeronautics Commission that we were awarded state grant funds in the amount of $574,896 of our total request for $2,863,606.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, June 28, 2016 at 8:00 a.m.

Time at adjournment was 8:54 a.m.