

Regular Meeting

Tuesday

August 23, 2016

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 23, 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

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

Approved the Airport Vouchers Totaling \$24,904.99:

Mr. Blazek moved to approve the airport vouchers totaling \$24,904.99.

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 Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$2,288.83 to Mead & Hunt for partial payment request for engineering services in connection with the PFC Application #8, APFC08.

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 Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$9,852.40 to Mead & Hunt for partial payment request for engineering services in connection with the Access Road, Apron Lighting and Sanitary Sewer Improvements.

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 Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$36,105.42 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, Kilander, Haugen, Pawluk voted aye.

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

Approved the Individual Voucher to Mead & Hunt:

Mr. Kilander moved to approve the individual voucher in the amount of \$30,304.73 to Mead & Hunt for partial payment request for engineering services in connection with the Terminal Taxiway and Taxiway A3 Reconstruction, AIP47.

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 Easement Request from Century Link for the Installation of Fiber Line from 19th Avenue North to the Passenger Terminal:

Mr. Dobberstein stated Century Link has requested a cable easement for the installation of fiber line from 19th Avenue to the Westside Terminal building. He stated Attorney Bossart has reviewed the preliminary easement with them and it appears to be in order. He stated once it is installed we will get a copy of the "as builts" with GPS coordinates and that will be added to the easement documents.

Mr. Kilander moved to approve the easement request from Century Link for installation of fiber line from 19th Avenue North to the terminal building.

Second by Dr. Clark.

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

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Mr. Kilander moved to approve the easement request from Century Link for installation of fiber line from 19th Avenue North to the terminal building.

Second by Dr. Clark.

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

Received Easement Request from Consolidated Communications for the Installation of Fiber Line to the South General Aviation Area Hangars:

The communications from Mr. Ross Branstner, Consolidated Communications, dated August 2 and August 5, 2016, were received and filed without objection.

Mr. Dobberstein stated Consolidated Communications is requesting an easement for the installation of fiber line in the southeast general aviation area from an existing pedestal to the hangar buildings owned by the Airport Authority (#3 and #4) and leased to Fargo Jet Center. He stated we have not yet seen the easement document but the board can approve this request subject to legal review of the document by Attorney Bossart.

Mr. Blazek moved to approve the easement request from Consolidated Communications for the installation of fiber line in the south general aviation area as proposed, subject to review and approval by Attorney Bossart.

Second by Mr. Kilander.

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

Received Report from EideBailly Regarding 2015 Car Rental Agency Financial Review:

The report from EideBailly regarding 2015 car rental agency financial review was received and filed without objection.

Mr. Dobberstein stated the Airport Authority engaged the services of EideBailly to conduct a financial review of the car rental agencies for calendar year 2015. He stated as provided in their lease, Avis/Budget/Payless opted to use a different accounting firm, Widmer Roel, and that report was received by the board at our meeting of July 26.

Mr. Dobberstein stated EideBailly conducted the reviews for Enterprise/National/Alamo and Hertz. He stated the report makes no mention of Enterprise/National/Alamo, which means that everything was in order for the two months they tested (March and September 2015).

Mr. Dobberstein stated the report states that they were unable to obtain a detail of total gross revenue for 2015 for Hertz (Hansen Lease and Rental) that was required to recalculate the rental payments due for the year ending December 31, 2015. He stated the data from Hertz was not available due to the financial situation of Hansen Lease and Rental. He stated they do note that based on the information provided to them that for the months of March and September Hansen actually overpaid the airport. Mr. Dobberstein stated we continue to work with Mr. Hansen's financial representative to try to collect the remaining amounts due for February and the first half of March. He added that unfortunately we had no knowledge of the financial situation of Hansen Lease and Rental until after the lease assignment to Overland West was complete.