

International Falls-Koochiching County Airport Commission

April 26, 2017 at 8:00am

Koochiching County Boardroom

Call to order - The regular monthly meeting of the International Falls-Koochiching County Airport Commission was called to order at 8:04 a.m. by Chairman Robert Anderson.

Members present: Bob Anderson, Paul Nevanen, Brian McBride, Wade Pavleck

Members absent: Brian Briggs,

Others present: Kyra Hasbargen, Thor Einarson, Rick Oster (Kraus-Anderson), Dan McCarthy, Keisha Pearson, Laura Manka, Crystal Clance, and Gary Kaunonen (KCC-TV). John Stene (Hammerlund), Nate Wriedt (LHB, Inc.) Steve Trudeau, Destin Nygard and Bob Cohrs via conference call.

Public Comment – None

Approve regular meeting minutes of March 22, 2017 – McBride moved and Nevanen seconded to approve the meeting minutes of March 22, 2017. Motion carried unanimously.

Financial statement for April 26, 2017 - The commission reviewed the list of payable claims and account summary documents as prepared by Hasbargen. Anderson explained the bills for the Terminal Project totaling \$753,428.89 with \$5,267.91 paid in advance before the meeting and regular monthly bills in the amount of \$103,255.04 with \$3,422.56 paid in advance before the meeting. Short discussion on a few of the bills. **Nevanen moved and Pavleck seconded to approve the financial reports and claims as listed in the amounts of \$103,255.04, \$3,422.56 and \$753,428.89, \$5,267.91 for the Terminal. Motion carried unanimously.**

Engineers' report

Terminal Project Update – Rick Oster of Kraus-Anderson gave a brief update on the terminal project, noting all roof panels are on and the sheet rock is being done, adding the painter is scheduled for May 15th and the epoxy floor will be completed and explained the process of the epoxy. Oster mentioned the tongue and groove is expected to be here next Tuesday, adding they are waiting on the siding and one precast panel, then landscaping will begin. McBride questioned the timing of the jet bridge. Cohrs stated the jet bridge will be the very last thing, estimating sometime in late July or early August. Anderson questioned if they have found any leaks in the new terminal after all the rain that fell recently. Oster stated there were a couple leaks around the windows, and have been fixed.

Advertisement for Bids - 2017 Pavement Rehabilitation Project – Cohrs explained the pavement rehab project, noting they would like to advertise for bids, with a bid opening on May 23rd at 2:00pm. Cohrs stated the estimated project cost is \$200,000 with 95% FAA funded and 2.5% State funded. **Pavleck moved and Nevanen seconded to approve the specification and advertisement for bids on 2017 Pavement Rehabilitation Project. Motion carried unanimously.**

Hammerlund Billing – Trudeau stated John Stene from Hammerlund is on the call and he has asked to have a joint check sent to sub-contractor Bell Structural Solutions for work completed on the Terminal. Stene stated the pay estimate total is \$54,577.86 owed to Bell Structural Solutions and explained the reasoning for juggling payments with sub-contractors and the reason for the Commission to pay Bell directly. Anderson stated checks will be mailed out next Tuesday after the City's approval of payments on Monday. Stene questioned if he could have a Hammerlund employee endorse the check sent to Bell and do a direct mailing to them.

McBride moved and Pavleck seconded to approve the authorization of sending a joint check with Hammerlund Construction, to Bell Structural Solutions in the amount of \$54,577.86. Motion carried unanimously. Anderson questioned if all payments should now go through the Bond company that is handling Hammerlund's bankruptcy. Trudeau explained the process, noting Hammerlund has three contracts with the Commission for the Terminal project, Structural Carpentry, Carpentry, and Site Concrete. Anderson explained the situation with a few local contractors that were not receiving payment, which have now been cleared up, noting the bonding company is going to help Hammerlund and carry them through the process from the mining companies on the Iron Range. Cohrs referenced an email document in the packets regarding the security system in the new terminal. Anderson explained the schematics on the cameras inside and out,

and questioned if one would be scanning the parking lot. Nate Wriedt with LHB Corp. stated a camera could scan the parking lot, noting he will look into the possibility of putting one on a light pole in the parking lot or a quarter mount on the building but will look to see which option is best. Wriedt explained the camera systems and the programming. Nygard referenced an issue with the counter heights for SkyWest and the rental car companies. Anderson explained in more detail the request from a rental car company to have two different heights for their counter, noting currently they are set at ADA requirement of 36" tall, adding the need to accommodate their requests. Discussion on who requested the height change. Nygard explained the current design of the counters and encouraged the Commission to keep the height at 36" instead of the two different heights, adding a 42" counter will limit flexibility. Nevanen questioned the standard at airports. Nyguard stated the new ticket counters at MSP are all 36" and can provide adjustable height keyboard and monitors, which also provides a more open visual. Additional discussion on the counters heights and what Sky West and the car rental companies want. Cohrs mentioned the current bid is for the 36" design, noting if the Commission decides to go with the higher counter it will be an added cost. Cohrs referenced change orders and the process for having them funded, noting the Commission may need to cover the shortfall if there is one at the end of the project until the change orders are approved for reimbursement from FAA. Cohrs stated the first bond payment has been received and should know more on Phase II Bonding sometime mid-May. Anderson stated at the MCOA conference he spoke with Andy Peek who believes the infrastructure bill may be fast approaching and recommended getting the plans for the Pavement Reconstruction completed sooner and to potentially start as soon as next year, and asked Cohrs if Benita Crow could possibly get things in order this summer. Cohrs responded, he will talk with Crow and bring an update to next month's meeting. Discussion on the pavement reconstruction project and the cost from the City and County. Discussion on SkyWest and a way to have access to the security camera on their desks instead of a door that will add \$8,000-10,000. Anderson questioned the ARFF truck new requirement with MnDOT and FAA. Einarson explained the new requirement and the condition of the current truck. Discussion on the new requirement.

Old Business

None

New Business

None

Manager's report

Einarson reported on the MCOA Conference adding they are getting ready for summer. Einarson noted a beaver dam that has become a problem, they had Jim Rognerud trap the beavers and then used a backhoe to dig the dam out. Nevanen questioned Medivac's and not seeing as many. Short discussion on Medivac's.

Secretary's report

Hasbargen referenced the enplanement record, noting enplanements were up again last month by over 200. Hasbargen stated she contacted CFOB regarding advertisement and referenced the quotes in the packet. Short discussion on CFOB and marking via radio verses web. Pavleck stated the importance to have some kind of advertisement in Canada. Additional discussion on marketing options and target audience. Commission recommended Hasbargen contact CFOB to see if they can put a package together for \$1,000 for radio advertisement. **Nevanen moved and McBride seconded to approve radio advertisement with CFOB at a maximum of \$1,000. Motion carried unanimously.**

Reports from Members

Nevanen stated he is please with the progress of the new terminal. Anderson noted a reporter from KARE 11 was here yesterday to do interviews and took some video of the new terminal. Anderson reported on the MCOA conference, and the expansion taking place at MSP. Short discussion on transportation in Minneapolis and the light rail. Short discussion on hangars.

Adjourn, next meetings

Meeting was adjourned by the chair at 9:46a.m. The next regular monthly meeting of the commission will be Wednesday, May 24, 2017 at 8:00a.m in the Koochiching County Boardroom.