

International Falls-Koochiching County Airport Commission
December 20, 2016 at 2:00pm
Koochiching County Boardroom

Call to order -

The regular monthly meeting of the International Falls-Koochiching County Airport Commission was called to order at 2:00 p.m. by Chairman Robert Anderson.

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

Members absent:

Others present: Kyra Hasbargen, Thor Einarson, Rick Oster (Kraus-Anderson), Crystal Clance, Cynthia Jaksa (KCC-TV), with Bonita Crow and Bob Cohrs via conference call

Public Comment – None

Approve regular meeting minutes of November 23, 2016 – McBride moved and Nevanen seconded to approve the meeting minutes of November 23, 2016. Motion carried unanimously.

Financial statement for December 20, 2016 - 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 \$583,924.43 and regular monthly bills in the amount of \$43,485.89. **Pavleck moved and Briggs seconded to approve the financial reports and claims as listed in the amounts of \$43,485.89 and \$583,924.43 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 the water tank is installed and the steel will be mostly finished this week and hope to start the heat the first week of January and then they will work on the electric and underground plumbing. Oster referenced the safety piece of the project and noted there have been no injuries or lost time. Anderson added the insurance company conducted a safety tour last week and he received a letter stated they did not find any issues. Bob Cohrs reported on a bonding meeting that was held on the 15th with MnDOT and the Office of Finance Management on the things that are needed yet. Anderson questioned if there were any concerns on engineering. Cohrs responded the only concern is accessing the bond funds while explaining the details and giving examples of some of the requirements, adding he believes it is in the home stretch for the process. Einarson questioned Benita Crow if she could elaborate on the MnDOT inspection findings that was conducted late fall. Crow explained the tree penetration on approach services, noting which runway ends are affected, adding a survey will be done which will provide better info to get things up to date and eliminate the issues. Nevanen commended the team on all their hard work. Cohrs explained the change orders needed signed today, noting some of them are for contract language changes and one is for the soil corrections which was approved last month. Cohrs read through the amounts of each change order and details of each. **Pavleck moved and Nevanen seconded to authorize the Chairman to sign the change orders as listed. Motion carried unanimously.**

Old Business

None

New Business

None

Manager's report

Einarson reported on Friday at 1:30pm a cascade of water was spilling into the terminal due to a water main freeze and explained what happened, a miscommunication between Kraus-Anderson and the plumber, noting one of them will be responsible for the cost associated with the freeze. Einarson added the project is going well and the winter transition has been good.

Secretary's report

Kyra Hasbargen referenced the grant tracking sheet noting there have been a few payments received in the past month. Hasbargen referenced the Bonding grant agreement that needs approval and signatures, adding all signatories are required to sign in front of notary for the Declaration that needs to be recorded with the County. Hasbargen referenced the M&O Grant 1st quarter credit app was submitted which used up the majority of available funds right away, but added she will continue to track and send them quarterly expenses so MnDOT has a better idea of the amount the airport spends on maintenance. Hasbargen referenced the enplanement record in the packets noting enplanements were up again last month. Hasbargen referred to the schedule change marketing ad and explained she has compiled a list of area resorts on Rainy Lake, Kabetogama, Crane Lake, Ash River and Lake of the Woods and will be sending out an email with a PDF version of the advertisement to get it out right away. Hasbargen added she sent the ad to Northstar Publishing to be printed and will send some to each resort once she gets them back. Hasbargen noted Sunset Country also sent it out in their e-newsletter and referred to the email in the packets. Hasbargen referenced the Fort France Times online banner agreement, noting it expired yesterday and questioned if the Commission would like to extend the contract at a cost of \$224.87 Canadian which is roughly \$179 per month. **McBride moved and Nevanen seconded to approve the online banner contract extension with the Fort Frances Times at a rate of \$224.87 Canadian (About \$179 USD currently). Motion carried unanimously.** Hasbargen then stated she was contacted by Roxanne at CKDR to see if the Commission would be interested in starting the radio ads again, adding the cost would be \$700/month with a 3-month contract. Discussion on the advertisement and cost if it is in USD or CA funds. **Nevanen moved and Pavleck seconded to approve a new radio ad contract with CKDR not to exceed 3-months at a rate of \$700 Canadian funds. Motion carried unanimously.**

Reports from Members

All said Merry Christmas. Briggs gave credit to Einarson's crew for keeping the airline cleared out, and mentioned his concern on the lack of Sun Country flights recently. Anderson responded INL is not on their schedule for January, noting he called the resort and they didn't have a reason for not having any charters. Anderson stated the hope is there will be one in February, adding his sense is that the lack of flights was due to lower numbers for the last couple trips. Short discussion on charters and helping with marketing to make citizens aware of the trips. Briggs explained the challenges of not having a jet bridge with the current weather conditions.

Adjourn, next meetings

Meeting was adjourned by the chair at 2:54p.m. The next regular monthly meeting of the commission will be Wednesday, January 25, 2017 at 2:00p.m in the Koochiching County Boardroom.