

**International Falls-Koochiching County Airport Commission**  
**February 24, 2016 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, Wade Pavleck and Brian Briggs.

Members absent: Brian McBride

Others present: Kyra Briggs, Thor Einarson, Crystal Clance, James Asleson, Dan McCarthy, Carol Pavleck, Shawn McMahon, Benita Crow and Bob Cohrs via conference call.

**Public Comment** – Dan McCarthy questioned the Commission on a better understanding of the units of operation and the relationship between the Airport and KEDA/CWT. Anderson explained the airport property that the Cold Weather Testing boxes are on, are the airport property, adding the KEDA pays monthly lease rental payments to the Airport. McCarthy asked for better clarification. Anderson further explained the KEDA is under statute of the City of International Falls and Koochiching County, and the Airport is also jointly owned by the City and County through a State Joint Powers Agreement. Discussion on buildings at the airport. McCarthy questioned the estimated timeline of when construction will start for the terminal project. Anderson responded the bid opening is scheduled for around the end of March with a construction start date around June.

**Approve regular meeting minutes of January 27, 2016 – Pavleck moved and B. Briggs seconded to approve the meeting minutes of January 27, 2016. Motion carried unanimously.**

**Financial statement for February 24, 2016** - The commission reviewed the list of payable claims and account summary documents as prepared by K. Briggs. Anderson explained there is a total accounts payable amount of \$166,163.56 and \$8,789.11 paid prior to the meeting. Anderson questioned the bill to City of International Falls in amount of \$2,479.36. K. Briggs explained it is an insurance bill for Directors & Officers Liability Insurance. Anderson questioned Einarson on the Fletcher Heating bill. Einarson explained there was an issue in the SRE building that needed to be fixed. Anderson questioned K. Briggs on the other insurance to Northern Reliable. K. Briggs explained it is for General liability National Aviation Insurance. Nevanen questioned how many different insurance carriers the Commission works with. K. Briggs stated she believed there are three. Pavleck questioned Einarson on the Zigler bill. Einarson stated they were having some problems with a few pieces of equipment. Anderson referenced the Grant Tracking sheet in the packets. K. Briggs explained there is approximately \$200,000 outstanding to be reimbursed as there was about \$240,000 received last month. **B. Briggs moved and Nevanen seconded to approve the financial reports and claims as listed in the amounts of \$166,163.56 and \$8,789.11. Motion carried unanimously.**

**Engineers' report**

**Terminal Project Update** – Bob Cohrs was conference called into the meeting. Anderson referenced Mr. McCarthy's question pertaining to the estimated start of construction. Cohrs responded advertising will begin March 1<sup>st</sup>, a pre-bid meeting on March 15<sup>th</sup>, bid opening will take place on April 6<sup>th</sup>, and estimated construction start will be around the first week of July depending on when funds are released. Discussion on funds and when they will become available. Cohrs mentioned the pre-bid meeting will include a tour of the airport if requested. Anderson stated he will reserve the Council Chambers for both meeting dates. Cohrs stated Steve Trudeau of Kraus-Anderson will work with K. Briggs next week on the advertisement. Crow reported on other airports they have reached out to for entitlement funds, adding \$250,000 has been secured from Orr which will be used to fund the pavement project, noting all the paperwork is in the

process of being completed. Anderson questioned the payback to Orr. Crow explained typically the funds are paid back which is the way the language will be written in the agreement, however Orr does not anticipate having any need for the funds so at this point the intention is that there will not be a payback. Short discussion on the arrangements. Cohrs mentioned the Commercial Service Apron extension is still going through FAA for eligibility, adding it has been added to the bonding language that if there are any leftover funds, they can be used toward the apron. Anderson reported on a recent meeting he had with Jordan Metsa of Congressman Nolan's office and Ida Rukavina of Senator Klobuchar's office, noting he provided them with the same information that was given at the public meeting. Anderson stated they talked about discretionary funds and how the Minneapolis office of FAA is on board with approving funds to INL but the approval of Washington is needed. Crow noted there will be a discussion on the pavement project conducted next month. Discussion on the upcoming summer and area projects, along with the quality and detail Mark Sand & Gravel provided last summer on the Highway 53 pavement project. McMahon gave an update on the sign replacement project, noting he has been working with Tim Jackson to complete a change order to include the regulator that recently went out and needs to be replaced and hopes to have it included in the grant. McMahon noted the sign layout and numbers have changed and all will be LED. Crow mentioned MnDOT has an emergency fund and if necessary the Commission could potentially access some of those funds for the new regulator. Anderson questioned the cost of the new regulator. McMahon explained the regulator and noted the cost is about \$10,000. Nevanen stated his appreciation to SEH for all their hard work and great relationships they have.

### **Old Business**

***Kraus-Anderson Construction Management Agreement*** – Anderson referenced the Kraus-Anderson Construction Management Agreement, adding approval of the Commission is needed. Nevanen questioned if it is a standard AIP contract. Short discussion on the contract. Anderson mentioned attorney Steve Shermoen made a few changes and has reviewed everything. **Pavleck moved and B. Briggs seconded to approve the Kraus-Anderson Construction Management Agreement for the Terminal Expansion Project. Motion carried.**

### **New Business**

***Summer Flight Schedule*** – Einarson referenced an email from Holly Petroske at SkyWest regarding the new flight schedule for this summer and the changes in flight times. Discussion on current flight times, past summer schedules, and concerns with the new schedule. Nevanen questioned the start date of the new flight schedule and the possibility of having a conversation with SkyWest to find out their reasoning for the changes. Einarson noted the summer schedule will start the beginning of June. Anderson stated he feels a call to SkyWest would be good. Discussion on airlines, pilot shortage, flights and customers traveling to Bemidji, Grand Rapids and Duluth, etc. Commission agreed to make a call to SkyWest regarding the new summer flight schedule.

***Terminal Smoking Area*** – Anderson referenced a recent email from a customer regarding the smoking area being in front of the main doors and the smoke being pulled inside when the doors open. Anderson questioned moving the smoking area, but still keeping it out of the rain and snow. Discussion on where to move the cigarette butt containers and potential options. Cohrs explained there is a bonding requirement that the inside of the terminal be non-smoking and having designated outside smoking area. Additional discussion on options of where to move the designated smoking area. **Nevanen moved and B. Briggs seconded to authorize the Airport Manager to move the cigarette butt containers to the south end of the terminal and purchase signage for the new designated area. Motion carried.**

***Hangar Lease – Nevalainen*** – K. Briggs explained she was contacted by Sarah Nevalainen who is Robert Nevalainen's daughter in-law, and questioned having the name of the lease changed over to Robert's son Chad, adding they would like to have lease listed as "The Estate of Robert Nevalainen, C/O Chad Nevalainen" which is how the insurance is now listed also. Anderson questioned having language in the lease pertaining to the Airport Commission having first rights to the hangar if it is sold by the estate. K.

Briggs stated she believed that language is in there for every hangar lease and will insure with Attorney Steve Shermoen who will be making the changes to the lease name. **Pavleck moved and B. Briggs seconded to approve a Hangar Lease name change from “Robert Nevalainen” to “The Estate of Robert Nevalainen, C/O Chad Nevalainen”. Motion carried.**

### **Manager’s report**

Einarson stated he has been working with Nevanen on Cold Weather Testing, adding it has been a very busy winter. Anderson questioned if any planes were testing at the airport. Einarson responded Honda Jet was there testing recently and Bell Helicopter was scheduled to test, however, they had to cancel. Discussion on the snow, salting and keeping the ice off the runway as well as the jet way. Pavleck questioned how the airline gets disabled or wheel chair bound passengers onto the airplane. B. Briggs explained the process of using a lift, the time it takes and the difficulty in the winter months. Discussion on a jet bridge and the importance of getting the ramp for that reason. Anderson questioned Einarson on any operational issues. Einarson responded there has been some equipment showing its age lately as they are continually used. B. Briggs questioned the handicap parking, as he was asked by a customer on the timeline for vehicles to be parked in handicap spots and the possibility of limiting one of them so there is always one spot open. Cohrs mention there will be four additional handicap spots with the new terminal and talked about the proposed staging area for the terminal construction area. B. Briggs stated a Sun Country flight went out this morning with a total of 162 passengers from here and another one is scheduled for next month. Einarson added a quick glance at the parking lot showed a 50/50 ratio of American and Canadian customers. B. Briggs explained the difficult process of getting all 162 passengers through security and onto the aircraft, noting there was a lot of bottlenecking and the plane was delayed by one hour due to the limited secure holding space, the passengers were taken in groups and showed the commission members a photo he took of the passengers and limited space. Einarson questioned if extra TSA staff was called in. B. Briggs responded TSA is short staffed and do not have extra employees to be called in, adding they had a regular morning flight going out to Minneapolis on top of the chartered flight. Discussion on getting enplanement numbers from Sun Country. B. Briggs stated Steve Thomopoulos or Todd at SkyWest should be able to provide a contact at Sun Country to begin receiving enplanement numbers. Anderson asked K. Briggs to call and get a report.

### **Secretary’s report**

K. Briggs referenced the enplanement reports in the packets, noting she changed the report to better reflect the numbers she receives are from Sky West only, however she stated she created a new report that list all enplanements according to the numbers provided by the FAA, noting the 2015 enplanements have not been released yet. K. Briggs referenced the Fort Frances Times analytics in the packets as well as explained she was contacted by Nikki Rolando at The Journal to see if the Commission would be interested in advertising in a special edition circulation for the upcoming All Class Reunion. K. Briggs explained the advertisement can be any size the Commission chooses at a rate of \$10.70 per column inch, adding it is a onetime advertisement which will also be sent by the All Class Reunion Committee to all its reunion participants. K. Briggs mentioned there is a small amount left in the budget of about \$200. Nevanen stated there will be alumni coming into town and has a good audience. **Nevanen moved and Pavleck seconded to approve an advertisement in the The Journal’s All Class Reunion circulation with the funds that are available in the budget. Motion carried.**

### **Reports from Members**

Pavleck stated there will be a lot of infrastructure improvements being completed over the next couple years of close to \$30 million, noting the return on those investments is huge compared to the small amount of locally contributed funds. Pavleck referenced the Gateway Project and the first impression of people coming to the community, questioning where things were left with the project. Anderson stated there were several meetings held and ARDC was working with the project. Nevanen stated he thought there was a document from the project and it came to an end due to funding issues. Discussion on possibilities and

options to have the project completed and economic development. Pavleck mentioned the recent news of Mark Ward leaving Voyageurs National Park for another position. Nevanen stated he conducted an informal survey of vehicles in the airport parking lot yesterday, noting 74 were US and 72 were Canadian, adding that is the most vehicles he has seen in the parking lot at one time. Nevanen referenced the public meeting held last month and thanked SEH for their great job, adding it is interesting to see how the public doesn't understand the finances and funding streams of the airport. Anderson questioned if a special meeting is needed after the bids are received. Cohrs stated a special meeting is not needed but will want to review the bids before the next meeting.

**Public Comment**

None

**Adjourn, next meetings**

Meeting was adjourned by the chair at 9:45am. The next regular monthly meeting of the commission will be Tuesday, March 29, 2016 at 8a.m in the Koochiching Count Boardroom.