

**International Falls-Koochiching County Airport Commission**  
**February 22, 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 8:00 p.m. by Chairman Robert Anderson.

Members present: Bob Anderson, Paul Nevanen, Brian Briggs, Wade Pavleck, Ron Norby (alternate)

Members absent: Brian McBride

Others present: Kyra Hasbargen, Thor Einarson, Rick Oster & Steve Trudeau (Kraus-Anderson), Crystal Clance, Tim Anderson (Northern Reliable Insurance), Gary Kaunonen (KCC-TV), Destin Nygard, Shawn McMahon, Bob Cohrs, and Bonita Crow.

**Public Comment** – Anderson referenced last month’s meeting discussion surrounding insurance coverage with Northern Reliable Insurance, on the terminal building and asked Tim Anderson to attend the meeting to discuss the coverage options. T. Anderson explained the different coverage options and the coverage that is currently in place, along with the Terrorism and War coverage and the costs associated with each. Short discussion on the coverage. Pavleck questioned the last time the policy was reviewed. T. Anderson responded it has been roughly 8 years, recommending the Commission to review the policy after the terminal is completed. Discussion on the Terrorism and War coverage. **Briggs moved and Pavleck seconded to approve the increase in liability insurance coverage from \$2 million to \$5 million effective the day of the renewal of the policy at an additional rated of \$1,580 making the total premium cost of \$6,404. Motion carried unanimously.**

**Approve regular meeting minutes of January 25, 2017 – Nevanen moved and Pavleck seconded to approve the meeting minutes of January 25, 2017. Motion carried unanimously.**

**Financial statement for February 22, 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 \$393,892.25 and regular monthly bills in the amount of \$20,086.80 with \$8,718.13 paid in advance before the meeting. Briggs questioned the bill for Continental Western. Hasbargen explained the bill is for Builders Risk Insurance on the Terminal Project. **Pavleck moved and Nevanen seconded to approve the financial reports and claims as listed in the amounts of \$20,086.80, \$8,718.13 and \$393,892.25 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 contractors are finishing up all underground electrical today and the concrete floor is 2/3 poured, with the last pour to be completed on Monday or Tuesday. Oster stated they will begin framing the interior walls next week and explained the progress of the project. Cohrs added the need to add additional floor drains in the restroom area. Anderson mentioned a tour of the facility will be done after today’s meeting for all members wanting to attend. Nevanen questioned the snow removal process. Oster responded the process has gone very well. Briggs questioned the project delay and if any time will be made up. Oster stated once all the concrete is poured, they will have a better idea. Cohrs updated on Bond funds status, noting Don Berre stated yesterday the agreement is awaiting signatures. Cohrs added there has been no word on Phase II Bond Funds but the design is still moving forward and the hope is to have a bid opening date during the first week of June and submit the grant on July 1<sup>st</sup>. Cohrs stated it should be known if bond funds will be received or not by May and plans to go out for bid around May 22<sup>nd</sup>, adding if bond funds are not received, the process will stop and the Phase II project will not go out for bids. Cohrs mentioned Phase II is 60% federally eligible and 40% is bond funds, adding there will be no local funds required. Steve Trudeau handed out a “Field Order Log” to all Commission members. Cohrs went through it in detail and explained all the contingencies, noting the FAA Grant is amendable and each contingency must be submitted to FAA and they will decide if they will reimburse for it or not. Short discussion on the overrun and field orders. Nevanen questioned the Jet Bridge. Trudeau stated it has been ordered and a

portion has been paid. Cohrs stated the bridge will come assembled. Trudeau added there will be training done by the airline on how to properly use the jet bridge. Cohrs continued through the list explaining each change order in detail and the costs associated with each. **Pavleck moved and Nevanen seconded to approve the all change orders as presented on the “Field Order Log”. Motion carried unanimously.** CIP Update – Benita Crow handed out the CIP document and explained there were some questions raised at last month’s meeting regarding the CIP timeline, adding FAA is changing the timing of CIP meetings from October to April or May. Crow explained the 2017 projects, noting the payback from Bemidji has been delayed until next year and explained the reasoning for doing so. Discussion on the apron expansion project and FAA deeming the project not eligible. Crow continued to explain each year’s projects, noting the 2019 Runway Reconstruction will cause a temporary airport closure. Discussion on the process, using a 24-hour construction schedule and the timeline. Continued discussion on years 2019-2025, ARFF Vehicle and discretionary funds.

### **Old Business**

None

### **New Business**

None

### **Manager’s report**

Einarson reported due to the amount of rain yesterday there was some minor flooding and the taxiway needed to close temporarily and referenced the cooperation of the rental car companies for accommodating all the cars in the parking lot due to the large number of passengers who went out on the recent Sun Country flight. Einarson stated there has been a need for lots of maintenance on the snow blower and have been several issues, adding he will be talking with Oshkosh Corporate to see what they can do as they are unable to find the problem. Short discussion on the new flight schedule pros and cons. Einarson stated he attended a conference in the Dallas/Fort Worth area last week and reported on its detail.

### **Secretary’s report**

Kyra Hasbargen referred to the grant tracking sheet in the packets, noting a few payments were received the past month and is anticipating a few more. Hasbargen reported on receiving the Marketing grant and has been sent back to be executed and then will submit a credit app for reimbursement. Hasbargen noted closeout reports have been received for the 2013 and 2014 grants and 2015 closeout has been started. Hasbargen referenced the enplanement record, noting enplanements were up again last month. Hasbargen updated on the status of the Ewald/Rognerud hangar, noting Mr. Ewald is gone for the winter but will obtain his signature to finalize the lease transfer when he returns. Hasbargen also mentioned she was contacted by Mark Master who is interested in building a hangar on Lot C which is the medium sized hangar, adding he is unable to attend this or the March meeting but is hoping to have a proposal to submit and is looking to begin construction in the spring. Hasbargen noted she received notification on a required report from the FAA which is the Airport Concession Disadvantaged Business Enterprise (ACDBE) program Report and stated she has spent a significant amount of time on it and explained some of its required data.

### **Reports from Members**

Pavleck stated he is pleased with the progress of the project. Briggs stated there were 159 people who went out on the recent Sun Country charter. Nevanen thanked Hasbargen on the work she is doing, adding the public doesn’t know the complexity of some of the things required with little to no guidance. Hasbargen stated she is thankful for SEH’s guidance. Briggs thanked Einarson for all the help he provides the airline noting DGS is up for “Station of the Year” again and is due in part to Einarson and his crew. Briggs added TSA is currently the biggest hindrance in the process as they are short two employees, noting for the Sun Country flight they brought 4 people up from MSP to get the customers through.

### **Adjourn, next meetings**

Meeting was adjourned by the chair at 9:57a.m. The next regular monthly meeting of the commission will be Wednesday, March 22, 2017 at 8:00a.m in the Koochiching County Boardroom.