

**International Falls-Koochiching County Airport Commission**  
**January 27, 2016 at 4:00pm**  
**City Council Chambers**

**Call to order -**

The regular monthly meeting of the International Falls-Koochiching County Airport Commission was called to order at 4:00 p.m. by Chairman Robert Anderson.

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

Members absent: Wade Pavleck

Others present: Kyra Briggs, Thor Einarson, Crystal Clance, Laura Manka, Jack Bartlett, James Asleson, Dan McCarthy, Cynthia Jaksa (KCCTV), Mark Meester, Pete Schultz, Bill Mio, Jean Evans, Bill Ewald, Shawn McMahan, Bob Cohrs, Destin Nygard, Steve Trudeau (Kraus-Anderson).

**Public Comment** – Cynthia Jaksa stated she is addressing the Commission as a tax payer and not as a City Councilor, while she distributed a comparative airport operations document to everyone in the room. Jaksa added the document does not pertain to the terminal project, but more to the operations of the airport, as she referred to a page listing a spend-down of airport funding and read through all the pages in the document. Discussion on where the information came from, detail of what is in each category, enplanements and cost to the tax payers. Jaksa stated the Brainerd and Hibbing airports have reserve funds adding her opinion that it reflects good management. Dan McCarthy introduced himself and stated a major reason is due to not having good marketing and talked about Economic Development, adding he wants to see things changed to be more conducive. Bill Mio stated the cost of the terminal is very over blown and referenced EAS and the unknown future. Anderson stated a meeting to explain the costs of the terminal project will be at 6:30pm tonight.

**Approve regular meeting minutes of December 23, 2015 and special meeting minutes of January 22, 2016 - B. Briggs moved and McBride seconded to approve the meeting minutes of December 23, 2015 and special meeting minutes of January 22, 2016. Motion carried unanimously.**

**Financial statement for January 27, 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 \$190,849.04 and \$17,681.01 paid prior to the meeting. **McBride moved and Nevanen seconded to approve the financial reports and claims as listed in the amounts of \$190,849.04 and \$17,681.01. Motion carried unanimously.**

**Engineers' report**

**Terminal Project Update** – Bob Cohrs stated there is nothing new to report other than needing the approval for advertising of terminal bids, adding the target date of a bid opening is March 30<sup>th</sup> but he will need to work with Kraus-Anderson to firm up the dates according to when funds will be available. McBride stated the advertisement is not a commitment to move forward and ask Cohrs to explain the advertising. Cohrs explained the advertising will be for Phase I of the project and explained the different bid packages, noting bids will not be awarded without funding in hand to cover that package. Nevanen questioned when the last package for Phase I will go out for bids. Cohrs responded June is a target date for the last bid package, as the Federal Fiscal season ends in September. McBride questioned Trudeau if contractors have concern with holding bids for 120 days. Trudeau responded typically contractors are used to 60 days and 90 days is not unusual, but would not want to hold for longer than 120 days and explained the bidding process to receive the best bids. Nevanen questioned if the bid market is currently more favorable. Trudeau stated the market looks fantastic for the way it is set up and is expecting a good year, as there are many looking for work. Short discussion on funding, grants and timeline. Cohrs recommended talking to Don Berre about the funding stream, adding he can coordinate a meeting with Ken Anderson, City Administrator and Teresa

Briggs of Koochiching County to discuss the funding. Bartlett commented in his opinion the project is too large. B. Briggs questioned Bartlett on how big he would like it to be, noting the size is set by specific space regulations by TSA/GSA, the Airline carrier, and Customs & Border Patrol, adding that the amount of funds the Airport Commission is putting in for the project is minimal to the tax payers with over 90% of the project paid with Federal funding. B. Briggs stated he has been to both Bemidji and Hibbing airports, adding this terminal will not be as big as theirs. Short discussion on risks and operational plan analysis. Nevanen stated INL is the only airport with Commercial air service that has not been updated and is unfortunately a victim of requirements, adding the project has been carefully approached and thought out. B. Briggs stated the current terminal is an aging facility and will need to spend money on doors, windows, heating system, etc., which will come out of the operating budget, but the new terminal will not. **Briggs moved and Nevanen seconded to authorize SEH to advertise for bids on the Airport Terminal Project. Motion carried unanimously.**

Shawn McMahan stated he is preparing for next summer's pavement repairs, adding the goal was to inspect the pavement today, however the weather did not allow for it.

### **Old Business**

*None*

### **New Business**

*None*

### **Manager's report**

Einarson reported they had a major breakdown today of the loader and it is currently being worked on, adding the good news is that both a helicopter and fixed wing company have contacted him in regards to cold weather testing. Einarson stated he attended a large aviation conference last week which had a segment about customs and how some airports are being charged to have Customs there, noting Rochester, MN pays \$125,000 per year for Customs service in their airport. Einarson then reported the airport taxiway lighting went out last week due to a bad regulator, noting it was replaced with an older one until the new part comes. Nevanen questioned when the next Sun Country charter flight will be. Einarson responded it is scheduled for February 21<sup>st</sup>. B. Briggs mentioned a CRJ700 airplane from Amy's Kitchen flew in recently. Short discussion on the plane details and services it utilized.

### **Secretary's report**

K. Briggs reported there was \$238,857.23 received in grant funds last week for the recent pavement repairs, noting the current cash balance for the airport is \$23,651. K. Briggs referred to the enplanement tracking in the packets and to a traffic overview document that shows the analytics of the airport website for the past year. K. Briggs mentioned she was contacted by JJ McBride at KGHS/KSDM to see if the Commission is interested in sponsoring the 2016 Rainy Lake Sports Fishing Club Derby for \$285, noting the Commission has sponsored it in the past and it is in the budget. K. Briggs added the Twins Sponsorship with KGHS/KSDM is also coming due for the months of March to September at a rate of \$375 per month and questioned if the Commission is interested in that as well. K. Briggs stated she also talked to Pete Schultz of the Convention & Visitors Bureau regarding the Vacation Planner Guide they distribute, adding they have changed the content and the cost and referred to Schultz to better explain. Schultz explained the new concept of the Vacation Planner and how the advertising will work, adding the cost for the ad and map advertisement is \$500, noting all funds collected will be spent on the printing cost. Anderson questioned if the map pad will disappear. Schultz responded the map pad will disappear and explained the new roll-fold map that will take its place. Short discussion on the distribution and the size of the maps. K. Briggs referred to the marketing tracking spreadsheet in the packets which reflects all of those advertisements, noting if approved, there will be about \$750 left in the budget. Nevanen thanked K. Briggs for the marketing breakdown. **B. Briggs moved and Nevanen seconded to approve sponsorship of the 2016 Rainy Lake Sports Fishing Club Derby for \$285, the Twins sponsorship for March to September in the amount**

**of \$375 per month and the Vacation Planner at a rate of \$500. McBride abstained. Motion carried.**  
K. Briggs explained she is out of pre-printed airport envelopes and would like to order more, adding a quote received from Northstar Publishing is \$128.65 for 1,000 envelopes. **McBride moved and Nevanen seconded to authorize the order of 1,000 pre-printed envelopes from Northstar Publishing in the amount of \$128.65. Motion carried.**

### **Reports from Members**

Nevanen reported Cold Weather Testing (CWT) is at full capacity and thanked Einarson for all his work behind the scenes. B. Briggs stated it is easy to tell CWT is in full swing as there are many testers coming in and going out on the airplanes. McBride responded to Bartlett's earlier question of stopping the project, stating the Commission continues to weigh the pros and cons of the Terminal project and it is not a decision that will be made lightly, adding when he feels the right decision has been made to move forward, he will do so in support. Bartlett thanked McBride for his response.

### **Public Comment**

None

### **Adjourn, next meetings**

Meeting was adjourned by the chair at 5:04pm. The next regular monthly meeting of the commission will be February 24, 2016 at 8a.m in the Koochiching Count Boardroom.