

**International Falls-Koochiching County Airport Commission**  
**March 29, 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 8:05 a.m. by Chairman Robert Anderson.

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

Members absent: None

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

**Public Comment** – None

**Approve regular meeting minutes of February 24, 2016 – Nevanen moved and Pavleck seconded to approve the meeting minutes of February 24, 2016. Motion carried unanimously.**

**Financial statement for March 29, 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 \$69,036.21 and \$6,690.01 paid prior to the meeting. Anderson read through the Profit & Loss report, noting the total income and expenses for the month. Cynthia Jaksa questioned if she could asked about the financials on behalf of the City Council. Pavleck stated if she asked the question as a City Council representative it would violate an acting quorum and he would have to leave the meeting. Jaksa stated she would ask as a citizen. Pavleck left the meeting. Jaksa stated the balance sheet should have the operating cash broken out, as the operating cash is not known due to being mixed in with all funds. Anderson thanked Jaksa for her comment. **McBride moved and B. Briggs seconded to approve the financial reports and claims as listed in the amounts of \$69,036.21 and \$6,690.01. Motion carried unanimously.**

**Engineers' report**

**Terminal Project Update** – Bob Cohrs was conference called into the meeting before the start of the meeting. Cohrs stated the Terminal Project bid opening will be held on April 6<sup>th</sup> at 2:00pm at City Hall, adding an addendum to the plans will go out tomorrow for the lab dump and the temporary structure. Cohrs stated the second bid package advertisement will go out tomorrow and again on April 20<sup>th</sup> with the bid opening for that on May 4<sup>th</sup>. Cohrs mentioned a brief update in coordination with SkyWest and the federal funding being extended through July 14<sup>th</sup> which is at approximately 70% available at this time and should work just fine. Cohrs also noted a discussion with the FAA, and discretionary funds continue to look positive. Anderson questioned the lab dump and cost. Cohrs stated he doesn't have estimates as of yet and explained in detail that the lab dump will be a location for SkyWest to take the waste from the aircraft to a sewer dump and the temporary structure, which will sit on approximately 25 feet of the apron, adding the total cost may be around \$50-70,000 but is unsure until he gets an exact estimate. Anderson reaffirmed each use. Cohrs explained in a little more detail adding the tugs would be stored in the temporary structure and has been working with Todd Salmela at SkyWest. Nevanen questioned if these additions were a result from the pre-bid site view. Cohrs confirmed it was from the site view, as there was a slight disconnect and he didn't realize DGS is separate from SkyWest, noting the need to keep the baggage moving and if the tugs don't start due to cold weather, that won't happen. McBride expressed his concern for the lack of local interest in the construction of the terminal. Cohrs stated Kraus-Anderson planned to reach out to some of the local contractors, adding there have been lots who have expressed interest. McBride questioned how long the temporary structure would be in use. Cohrs stated it would be in use until SkyWest moved into the new terminal, which would be approximately 12 months.

**Entitlement Transfer Paperwork from Orr** – Benita Crow explained the entitlement transfer agreement and repayment with Orr, noting a re-negotiation of the payback can be done in 2018 where the payback

will either be extended or will be forgiven, noting Orr does not have a large list of capital improvements needed and they are completing all the FAA paperwork. **McBride moved and Nevanen seconded to approve the Airport Commission Chairman to sign the entitlement transfer agreement with Orr in the amount of \$252,355. Motion carried.**

***Design Proposal for 2016 Pavement Rehabilitation Project*** – Shawn McMahon explained there are two projects happening, the terminal project and the pavement rehabilitation project, adding that in talking with FAA, they have decided to separate the two projects out and create a new grant agreement for the pavement project. McMahon explained they have viewed the runway and have decided to go with a pavement crack and seal this year versus a milling and fill option and explained the difference, noting the crack and seal will be less expensive and sets up quicker. Short discussion on the funding from Orr, down time of the airport and details of the product used for the crack and seal. McMahon explained the design proposal contract with SEH in the amount of \$8,400 which includes plans, advertisement, administration, etc.

**Nevanen moved and B. Briggs seconded to approve the Design Contract with SEH in the amount of \$8,400 for the 2016 Runway Crack and Joint Seal project. Motion carried.**

***Authorization to Advertise for Bids*** – McMahon explained the advertisement for bids for the crack and seal project, the bid opening would be sometime mid-May and getting the grant submitted. Crow questioned the possibility of holding the bid opening for the crack and seal on the same day as the terminal project of May 4<sup>th</sup>. McMahon stated he could make that work. **B. Briggs moved and Nevanen seconded to approve the advertisement of bids for 2016 Runway Crack and Joint Seal project. Motion carried.**

***Guide Sign Replacement Project*** – McMahon referred to the guide sign project that was approved last year, noting the signs have all been ordered and should be showing up soon. McMahon explained the signs in detail and where they will be going. Anderson questioned if the new lights will decrease the light bill. McMahon stated he can't say for certain, but there should be a significant difference with them being LED lights. McMahon noted they are waiting on FAA still, regarding the change order for adding the regulator into that grant.

## **Old Business**

None

## **New Business**

***Minnesota Airports Conference Expense Approval*** – Anderson explained the 2016 Minnesota Airports Conference will be held at Madden's on Gull Lake in Brainerd, on April 20-22, 2016. Anderson explained the details of the conference and who the guest speakers will be. **McBride moved and B. Briggs seconded to approve expenses for Airport Commissioners and Airport Manager to attend the Minnesota Airports Conference in Brainerd, MN on April 20-22, 2016. Motion carried.**

## **Manager's report**

Einarson referred to Jeff Hamiel, who recently retired as CEO of the Metropolitan Airports Commission (MAC), noting he will be truly missed and has some big shoes to fill. Short discussion on Hamiel and Brian Ryks, who will be replacing Hamiel as CEO. Einarson noted they will be doing sod control once things start to dry up, adding his appreciation for SEH and everyone behind the scenes for all their hard work with the terminal project. Anderson questioned the equipment condition. Einarson responded it is all holding up, but there is constant maintenance, adding the skid steer has been getting lots of use. Einarson referenced the power lines that were buried near the airport and noted since then there are dead zones of data service between the SRE building and the highway, noting this spring he would like to have Midcontinent Communications come out to replace the phone data line.

## **Secretary's report**

K. Briggs referred to the grant tracking spreadsheet in the packets, noting there were some funds received last month. K. Briggs explained she has submitted several credit applications, adding she received the M&O Grant and submitted 1<sup>st</sup> and 2<sup>nd</sup> quarter credit applications and explained the change in qualified expenditures, noting she has spent a lot of time pulling additional claims as they are trying to get a better

feel for how much airports are spending on maintenance and operational costs. K. Briggs also referenced a credit application was submitted for the 2013 grant and the closeout process has been started. K. Briggs referred to the enplanement records in the packets, noting she gathered enplanement for Sun Country charters and has put together a separate list for tracking to better represent actual numbers. K. Briggs noted she recently worked with Arlette Abrahamson with Minnesota Procurement Technical Assistance Center (PTAC) to get the SAM registration completed to the specs it needs to be to state "All Awards" instead of "Federal Assistance Only" to ensure the Commission is able to receive payments from all agencies. K. Briggs referenced an email she received from Laura Manka, noting a copy of the email is in the packets. Einarson stated he will talk with Manka and take care of the situation. Anderson questioned the status of the Wildlife Hazard Assessment. Einarson responded the assessment is about 70-80% through the process. Nevanen commended K. Briggs on her work with getting the cash flow to where it is today. Anderson echoed adding there have been more funds recovered this last year than all years past.

### **Reports from Members**

McBride reported on the recent meet and greet with Lt. Governor Tina Smith at the Falls International Airport Terminal and tour, adding he felt it was very well received and is great to have her and Governor Dayton in support of the airport terminal project. McBride questioned the Commission on their thoughts of County Road 108 being vacated for the airport, as the County Board is looking at resurfacing the road and if the airport wants to vacate it in the next few years they do not want to go through with the resurfacing. Anderson stated he doesn't know of any needs they would have in the next 5 plus years, as far as projects that would require the road to be vacated. Short discussion on the road and properties along it. B. Briggs informed the Commission the local DGS staff were recently awarded Station of the Year for 2015, noting next Thursday, Delta Officials will be in town to give a small celebration. McBride questioned sending a thank you letter to DGS for their work. **McBride moved and Nevanen seconded to approve a letter to DGS thanking them for their service and hard work, and to congratulate them on their award. B. Briggs abstained. Motion carried.** Anderson questioned Nevanen and Einarson on a recent call with SkyWest regarding the new summer flight schedule, noting SkyWest has assured there will not be lost enplanements due to the flight change from 1:00pm to 5:00pm. Einarson stated they spoke with Michael Thompson at SkyWest who gave his perspective and logic as to the banks of flights for connecting, noting it is later in the day however, there are more flights available to catch. Nevanen added they look at where the top 14 connections come from and by moving the flight from 1:00pm to 5:00pm, it will provide 83 various connections versus 53 at 1:00pm. Einarson stated he started the conversation with much concern that SkyWest was setting us up for failure, adding Thompson quickly defended SkyWest and wanting to stay in International Falls, noting the recent contract SkyWest signed with Hibbing. B. Briggs added to the comment of SkyWest wanting to stay here, noting they are talking about putting in a new system which is very expensive. Discussion on resorts and trips they book utilizing the INL Airport, the Duluth Airport and flights. Nevanen expressed his thought of informing the public on the flight schedule change. Crow explained the detail of the situation the Duluth Airport is in with their runway project.

### **Public Comment**

None

### **Adjourn, next meetings**

Meeting was adjourned by the chair at 9:23am. The next regular monthly meeting of the commission will be Wednesday, April 27, 2016 at 8a.m in the Koochiching Count Boardroom.