

International Falls-Koochiching County Airport Commission
May 25, 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 8:06 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, Mark Meester, Bob Cohrs, Laura Manka, Crystal Clance, Ricky Roche, and Benita Crow (via conference call).

Public Comment – None

Approve regular meeting minutes of April 27, 2016 – Nevanen moved and McBride seconded to approve the meeting minutes of April 27, 2016. Motion carried unanimously.

Financial statement for May 25, 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 \$113,133.38 and \$3,589.19 paid prior to the meeting. Anderson read through the Profit & Loss report, noting the total income and expenses for the month. Anderson questioned Einarson on the ARFF bill of \$6,650. Einarson answered it is for transmission work on the ARFF truck. Anderson questioned the bill for Kennedy Electric being for the Airport Sign Project. Einarson confirmed. Nevanen questioned the bills from Shannon's Plumbing. Einarson responded it being for ongoing maintenance of the heating and cooling systems. McBride stated all the large bills are for capital improvements, adding they make the bottom line look bad. Anderson agreed and noted those bills are reimbursable, adding the Kennedy Electric bill is 95% reimbursable with grant funds. **Pavleck moved and Nevanen seconded to approve the financial reports and claims as listed in the amounts of \$113,133.38 and \$3,589.19. Motion carried unanimously.**

Engineers' report

Pavement Rehabilitation Project Update – (Benita Crow was conferenced into the meeting via telephone) Crow reported she is completing the grant paperwork for the Pavement Rehabilitation Project and writing up the grant request letter. Crow broke down all costs associated with the project such as engineering, design, and administration noting the total grant request amount of \$164,650 and added the project is eligible for 95% reimbursement. Crow stated she will email the letter to Anderson for his review and signature and he can email it back to her. **McBride moved and Nevanen seconded to approve and the Airport Commission Chairman sign the grant request letter for funding the 2016 Pavement Rehabilitation Project in the amount of \$164,650. Motion carried.** Crow explained the bill from Kennedy Electric needs a formal pay application to accompany the invoice in order to receive reimbursement, adding the project is approximately 80% complete of a total \$100,220. **McBride moved and Nevanen seconded to approve the first pay application for Kennedy Electric in the amount of \$80,000. Motion carried.**

Terminal Project Update – Phase I - Bob Cohrs explained there will be a bid opening today at 2:00pm for Bid Packs 2 and 3, noting the Jet Bridge and Baggage Handling sections will be opened on June 8th. Cohrs added construction is scheduled to begin on July 18th. Cohrs stated entitlement funds are available at 70% right now and will make application for the full 100% by the start of the project, adding he has prepared the preliminary grant application and will add in the bid amounts once they are received as it needs to be into MnDOT by June 15th. Anderson questioned if a special meeting is needed for bid approvals. Cohrs responded it would indeed be necessary. Discussion on a date and time for the special meeting. A special

meeting was determined for Monday, June 13th at 8:00am in the County Boardroom to approve bids for the Airport Terminal Project. Cohrs noted there are some wetland impacts of about 7,000 sq ft that will be effected in Phase I. Discussion on the location of the wetlands impact. Cohrs mentioned he has met with FAA who gave their approval for permitting and at this point there is not a need to mitigate, however if mitigation is needed, credits will be purchased. Further discussion continued on the wetlands. Einarson questioned the Apron Extension and if there will be any wetlands impact. Cohrs state it will be about the same as Phase I, adding the wetlands are low quality wetland and has been in contact with Dale Olson at the County to keep him informed. **Phase II** – Cohrs explained the Transportation Bill was denied and so there will be no bonding funds available for Phase II of the project as this time, unless a special session is held. Discussion on a special session. Anderson questioned if discretionary funds are still looking favorable. Discussion on the funding. Anderson noted Kyra Briggs, Bob Cohrs, Ken Anderson of the City, and Teresa Briggs of Koochiching County, met after last month's meeting to discuss the funding stream. K. Briggs explained she also met with Betty Bergstrom and K. Anderson at the City yesterday and discussed how to set up the tracking, adding the City will set up a project account to track the project separately for the purpose of having a clear picture of the project revenue and expenses. Cohrs noted bond funds cannot be accessed until all funds are available, adding the project can be started and bond funds will be received later. Einarson stated they are still working with Customs and Border Protection on their area, noting the requests keep getting more and more outrageous. Einarson referred to a recent article he read and some research he has conducted, noting the requirements the CBP representative is requesting are not actually set in stone requirements and may need to seek an additional representative to speak to about the area. Discussion on TSA security. Cohrs mentioned at this time they are moving forward with the current design, but without the bonding funds, Phase II will not move forward.

Old Business

None

New Business

None

Manager's report

Einarson stated he will not be in attendance at the bid opening today, as he is attending a retirement party for Jeff Hammel, adding he believes Governor Dayton will be in attendance. Anderson asked Einarson to thank him for putting the Airline Terminal Project on his project list for the bonding bill. Einarson noted he will be attending a convention in California on June 9th adding he will be stopping at Honeywell in Phoenix. Anderson questioned brushing being done. Einarson responded they have started spraying and brushing yesterday. Nevanen questioned air traffic. Einarson stated it is at about the same as last year. B. Briggs commented that bookings are up as of now, however the schedule will be changing June 9th and is not sure how the numbers will be with the new flight times.

Secretary's report

K. Briggs referenced the enplanements record in the packets, noting enplanements for SkyWest are down a little, however, enplanements for Sun Country are up. Anderson questioned when the next Sun Country charter will be. B. Briggs responded there is one coming in on June 3rd. K. Briggs referred to the grant tracking in the packets, noting a claim was submitted for the 2013 Marketing Grants, as well as the 1st and 2nd quarters of the 2016 Marketing grant and payments have been received for those. K. Briggs also mentioned she submitted the 3rd quarter M&O Grant claim, however, the grant has been expended so there are not any additional funds that will be received. K. Briggs followed up on the TSA-LEO program she spoke about at last month's meeting, noting after further research, there are not any additional funds available. K. Briggs stated in talking with a TSA representative, she questioned the application process and was referred to the LEO Program Office and has received the application and will attempt to go through the

process to see if INL may qualify for reimbursement. K. Briggs noted the last LEO program INL had was in 2013.

Reports from Members

Discussion on the special session, projects and location of projects. Nevanen questioned SkyWest getting the “Station of the Year” Award and wondered about putting it on the website. Anderson added it could be added to marketing also. Short discussion on the change in flight time for the noon flight.

Adjourn, next meetings

Meeting was adjourned by the chair at 8:57am. The next regular monthly meeting of the commission will be Wednesday, June 22, 2016 at 8a.m in the Koochiching Count Boardroom.