

**International Falls-Koochiching County Airport Commission**  
**November 23, 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, Brian Briggs, Wade Pavleck and Brian McBride.

Members absent:

Others present: Kyra Hasbargen, Thor Einarson, Rick Oster (Kraus-Anderson), Crystal Clance, Laura Manka, Byron Fiedler and James Asleson, with Bonita Crow and Bob Cohrs via conference call

**Public Comment – None**

**Approve regular meeting minutes of October 26, 2016 – Briggs moved and McBride seconded to approve the meeting minutes of October 26, 2016. Motion carried unanimously.**

**Financial statement for November 23, 2016 -** 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 \$745,610.36 and regular monthly bills in the amount of \$26,831.07. **Pavleck moved and Nevanen seconded to approve the financial reports and claims as listed in the amounts of \$26,831.07 and \$745,610.36 for the Terminal. Motion carried unanimously.**

**Engineers' report**

**Terminal Project Update –** Rick Oster with Kraus-Anderson gave a brief update on where the project is at and what has been completed since last month, noting the steel is expected to be here on Monday November 28<sup>th</sup> and explained where the steel will be placed. Oster added the glue lambs are expected to be here on Monday and will set them on Tuesday, with the roof being ready the week of the 12th and should be fully enclosed by Christmas. McBride questioned the insulation in the new terminal. Oster stated the insulation is in the panels and will use some ice & water barrier on the roof. Short discussion on the roof. Anderson questioned if there were any other foreseen issues. Oster stated they are just hoping the weather holds out and cooperates. Cohrs stated he sent a letter to Hasbargen for Anderson to sign regarding the predesign report in order to receive bond funds, adding once it is submitted, they should have everything needed. Anderson questioned getting the \$500,000 in entitlement funds back from Bemidji. Crow explained the discretionary and entitlement funds and how the funding would work, noting 2018 is a non-discretionary year and the other projects on the CIP are not eligible for discretionary funding. Crow suggested delaying the payback until 2018 explaining the advantage, as well as the transfer and FAA requirements. Cohrs stated the need to make sure it won't affect discretionary funds for the terminal, adding he may need to talk with Lindsey at FAA. Crow stated she will check with Lindsey on the anticipated discretionary funds. **Pavleck moved and Nevanen seconded to authorize the Chairman based on information from the FAA on delaying the \$500,000 payback from Bemidji Regional Airport until 2018. Motion carried unanimously.** Discussion on the paperwork of the transfer. Cohrs stated the hope is to know on bond funds for Phase II by May 2017. Anderson noted MPR reported there is still potential of a special session in December. Einarson commented on working with FAA regarding the terminal ramp area extension and how the first snow fall has created a big impact on snow removal and is going to submit some photos of the issues.

**Old Business**

None

## **New Business**

None

### **Manager's report**

Einarson reported things have been intense but does not have any complaints, adding the weather has been phenomenal. Fiedler questioned Einarson on the new runway friction report and how it is working. Einarson responded it has been terrible and FAA doesn't know how to use the system and explained further. Einarson noted all equipment is in order and prepared for winter and referenced Hibbing Regional Airport and some language they were able to incorporate in the Part 139 requirements which allowed them the purchase of a new fire truck. Short discussion on the fire truck Hibbing is purchasing. SEH will do some research with Lindsey at FAA.

### **Secretary's report**

Kyra Hasbargen referenced the terminal project and bills for this month, noting the need to request the 2<sup>nd</sup> allocation of funding from the City and County in order to cash flow. **Pavleck moved and Briggs seconded to approve the request to the City and County for the 2<sup>nd</sup> allocation of funding in the amount \$250,000 for the terminal project. Motion carried unanimously.** Hasbargen referenced the grant tracking document in the packets, noting there are a few reimbursements she is waiting on. Hasbargen noted the Pre-Design letter and having a motion for approval for the Chairman to sign the letter. **Nevanen moved and McBride seconded to authorize the Chairman to sign the pre-design letter for bonding. Motion carried unanimously.** Hasbargen referenced the enplanement record in the packets noting enplanements were up last month. Short discussion on enplanements. Hasbargen referred to a draft marketing piece in the packets. Short discussion on how many to print and a few changes to the ad and where the marketing piece should be sent. Hasbargen referenced the 2017 Canadian Vacation Guide and questioned if the Commission would like to put an advertisement in there again. Discussion on the advertisement. **McBride moved and Briggs seconded to approve an advertisement on the flight schedule change through Fort Frances Times in the 2017 Vacation Guide for a triple size at \$750 CA. Motion carried unanimously.**

### **Reports from Members**

None, all said Happy Thanksgiving.

### **Adjourn, next meetings**

Meeting was adjourned by the chair at 8:56am. The next regular monthly meeting of the commission will be Wednesday, December 28, 2016 at 8:00a.m in the Koochiching County Boardroom.