

International Falls-Koochiching County Airport Commission
September 19, 2016 at 1:00pm
Koochiching County Boardroom

Call to order -

The regular monthly meeting of the International Falls-Koochiching County Airport Commission was called to order at 1:04 p.m. by Chairman Robert Anderson.

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

Members absent: Wade Pavleck

Others present: Kyra Briggs, Thor Einarson, Rick Oster (Kraus-Anderson), Crystal Clance, Thor Einarson, Laura Manka, Bonita Crow, Bob Cohrs, Dan McCarthy and Bill Ewald.

Public Comment – McCarthy questioned the targeted completion date of the terminal project. Cohrs responded July 2017. Bill Ewald explained he is interested in selling his hangar, however understands the Commission has first right of refusal and referenced a letter to the Commission. Anderson read the letter from Mr. Ewald aloud and questioned the Commission if there is any interest to purchase the hangar. McBride stated if Ewald has a buyer and the Commission doesn't have the budget for purchasing it, it would be unfair to Ewald and the Buyer to have to wait on the sale. Anderson explained the hangar lease and the reason the Commission has a first right of refusal. McBride thanked Ewald for the offer to purchase. **McBride moved and B. Briggs seconded the Commission has no interest in the purchase of Bill Ewald's hangar and approves Ewald to proceed with the sale of his hangar with a private buyer. Motion carried unanimously.**

Approve regular meeting minutes of August 31, 2016 – B. Briggs moved and Nevanen seconded to approve the meeting minutes of August 31, 2016. Motion carried unanimously.

Financial statement for September 19, 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 \$26,335.35. Anderson also noted the bills for the Terminal Project totaling \$444,056.19. Nevanen questioned having two separate motions approving the bills. Cohrs explained a cost tracking spreadsheet provided by Kraus-Anderson. **Nevanen moved and McBride seconded to approve the claims as listed in the amount of \$444,056.19 for the Terminal project. Motion carried unanimously.** Nevanen questioned the bill from Bartlett & Associates. Einarson explained it is stakes for winter marking of the taxiway. **McBride moved and Nevanen seconded to approve the financial reports and claims as listed in the amount of \$26,335.35. Motion carried unanimously.** Anderson explained he received a bill in his mailbox today from Dan and Ronda Spotts for decorating the terminal at Christmas in 2015, noting the amount of the bill is \$554.41. **Nevanen moved and B. Briggs seconded to approve payment of the claim from Dan and Ronda Spotts in the amount of \$554.41. Motion carried unanimously.** Anderson questioned if the decorating should be done this year with the construction taking place. The Commission decided to no decorated for the 2016 season and to send a letter to the Spotts' letting them know.

Engineers' report

Pavement Rehabilitation Project Update – Benita Crow explained the pavement project started today and they will halt the project during the Part 139 Inspection, noting the guide sign project is complete and they will be starting the closeout process.

Terminal Project Update – Cohrs introduced Rick Oster with Kraus-Anderson who is taking over as the Project Manager. Oster gave a brief update on the status of the project, noting the footings were dug yesterday and more will be dug today, and touched on trenching power. McBride questioned how deep the footings are dug. Oster responded they are 6 feet. Oster stated they are on schedule with the original construction calendar, noting they would of been ahead of the project schedule but due to the underground sanitary tank, things were pushed back one week. Cohrs reviewed the next round of bids, noting he would

like to have the remaining contracts awarded. **B. Briggs moved and Nevanen seconded to approve the remaining contracts for the Terminal Project in the amount of \$3,456,186.00. Motion carried unanimously.** Cohrs explained the Field Orders document and read through each one, noting some they have gotten Einarson's approval on to keep the project moving forward and the others they can wait until the commission meetings for approval. Cohrs noted there is an approximate cost of \$149,660 in change orders but is not seeking final approval today; they will configure the numbers more. Discussion on the change orders and additional debris found under the surface. Cohrs referenced the project calendar and noted the payment date are in green. Discussion on the Commission meeting before the monthly scheduled commission meeting to approve bills and have them paid earlier in the month if needed. Anderson stated he will bring the terminal project bills for this month to tonight's City Council meeting for payment approval. McBride questioned if the Commission should be attending the job site meetings. Cohrs explained the meeting, noting it is lots of discussion on field orders, noting they are scheduled at 10:30am in the Kraus-Anderson trailer if any member would like to attend, but is not necessary. Discussion on the project. B. Briggs explained how things are going from an operational standpoint.

Old Business

None

New Business

ARFF – Einarson explained the estimates that were received to replace the heating system in the ARFF building, noting Shannon's estimate of \$12,995 and Complete Comfort System's estimate of \$9,860. B. Briggs questioned if the bid from Complete Comfort Systems includes the electrical work, as it is clearly noted on the Shannon's estimate. Einarson was unsure of the answer but will look into it before choosing a vendor. **McBride moved and Nevanen seconded to approve Complete Comfort System's bid in the amount of \$9,860 to replace the heating system in the ARFF building, contingent on the Airport Manager confirming additional details of the bid, and allowing the Airport Manager to select Shannon's as a vendor if not comfortable with the additional bid information from Complete Comfort Systems. Motion carried unanimously.**

Kraus-Anderson Amendment – Anderson referenced an "Amendment No. 1 to Construction Manager Contract" and explained the amendment. **B. Briggs moved and Nevanen seconded to approve the Amendment No. 1 to Construction Manager Contract and authorized the Commission Chairman to sign the amendment. Motion carried unanimously.**

Regional Air Service Alliance – Anderson referenced an email from Mitch Kilian of the Metropolitan Airports Commission regarding the interest of the Commission in joining the Regional Air Service Alliance (RASA), noting there is no cost in joining and explained the purpose of RASA and stated there will be a conference on January 26, 2017 in Minneapolis. **McBride moved and B. Briggs seconded to approve joining the Regional Air Service Alliance at no cost. Motion carried unanimously.** McBride questioned Anderson on attending the conference. **McBride moved and Nevanen seconded to authorize expenses for the Chairman to attend the Regional Air Service Alliance conference. Motion carried unanimously.**

Manager's report

Einarson noted the Part 139 inspection will begin on Wednesday and referenced the work that will be complete. Einarson noted EAS bids opened September 24th and hopes SkyWest will bid again, adding they are also preparing for winter operations. Short discussion on the new braking changes and the discussions with the FAA that have been had.

Secretary's report

K. Briggs noted the enplanements record in the packets and stated that was all she had this month to report.

Reports from Members

B. Briggs noted a notice from FAA regarding an issue with the new Samsung 7 phones which now need to be turned off on the plane due to the batteries starting on fire, adding they have started their de-icing training and are gearing up for winter. Nevanen questioned the flights changing marketing ads to something that references checking airfare prices before driving to the metro or elsewhere for departure. Anderson questioned if furnishing for DGS are required by the airport or if they provide their own. Cohrs explained there is a line items for furnishing but it can be what they provide, noting if the airport provides it, language could be written into the new lease agreement that the furnishings would be paid in the lease, adding all new leases will need to be written after construction is complete.

Dan McCarthy referenced the drop in enplanements and stated his opinion as to the reason for it was cost. Einarson stated the airfare cost seems to be a national average as the shorter distance to the main hub, the cheaper the airfare, adding the regional pricing is industry standard. Einarson stated SkyWest is a publicly traded company which is currently flying 50 seat aircraft and is looking at going to 70 seat aircraft.

Adjourn, next meetings

Meeting was adjourned by the chair at 2:25pm. The next regular monthly meeting of the commission will be Wednesday, October 26, 2016 at 8:00a.m in the Koochiching County Boardroom.