

**International Falls-Koochiching County Airport Commission**  
**October 25, 2017 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, Ron Norby (Alternate), Brian Briggs, and Wade Pavleck

Members absent: Brian McBride

Others present: Kyra Hasbargen, Thor Einarson, Steve Trudeau, Benita Crow, Shawn McMahon, Kaci Nowicki, Laura Manka, Crystal Clance, Bill Mio, Gary Kohonen and Bob Cohrs via conference call.

**Public Comment** – Manka referenced the rental car booths in the new terminal, and that Avis put up a partition that is 4’ long by 17” high which is restricting customer visibility, adding Steve at Avis only requested the partition and did not request the installation. Manka stated since it was not requested to be installed, she is requesting it to be removed or the height shortened. Manka also referenced people smoking in front of the new terminal doors, adding there are no designated smoking area signs and questioned there being a designated area. Manka stated the parking in the first 2 rows of the parking lot should be designated for customers and not employees or rental cars. Discussion on the partition and it restricting communication. Anderson questioned Trudeau on the partition request from Avis. Trudeau stated he would check on it, adding it should be easy to remove. Discussion on the parking lot signage and where employees park, and on designated smoking areas. **Pavleck moved and Briggs seconded to authorize the Chairman and Airport Manager to review and make a determination on the partition, parking and designated smoking area issues. Motion carried unanimously.**

**Approve regular meeting minutes of September 20, 2017 – Nevanen moved and Briggs seconded to approve the meeting minutes of September 20, 2017. Motion carried unanimously.**

**Financial statement for October 25, 2017** - 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 \$541,401.82 and regular monthly bills in the amount of \$224,073.10 which included the invoice for the pavement crack seal project, and paid bills of \$664.74. **Nevanen moved and Pavleck seconded to approve the terminal claims as listed in the amount of \$541,401.82. Motion carried unanimously.** Trudeau noted there is still a 5% retainage being held on the terminal contractors, adding there will most likely be two more pay apps. **Briggs moved and Pavleck seconded to approve the financial reports and claims as listed in the amounts of \$224,073.10 and \$664.74 for bills paid. Motion carried unanimously.** Anderson questioned requesting FAA to adjust their 10% withholding on the terminal project. Discussion on the withholding amount. Crow explained the percentages and lowering it. **Pavleck moved and Nevanen seconded to authorize the Chairman to send a letter to FAA requesting to lower the terminal grant withholding percentage from 10% to 1%. Motion carried unanimously.**

**Engineers’ report**

**Terminal Update Phase I** – Bob Cohrs was conference called into the meeting. Trudeau handed out an updated Change Order log and explained its detail and what has been completed so far. Cohrs stated all have been approved by the Commission and is now working on getting them submitted to FAA for their approval. Trudeau stated the Punchlist is about 90% completed, noting Oster and Einarson will review each and check off the list. Briggs commented the Baggage Handling seemed to be the biggest issue but is working well now. Cohrs questioned feedback from the public. Anderson replied everyone seems very pleased with everything. Cohrs noted all furniture has been received and set up. Trudeau added the plug in components will be another week before they arrive. Trudeau stated he wasn’t sure if Midco has bored under the road for their lines yet or

not, noting Frontier fiber is finished into the terminal. Einarson added Midco has started, but doesn't believe they are complete yet. Discussion on the security system with Delta and Einarson explained Delta's request and that a separate camera and computer was purchased for their use. Anderson questioned if the bill should go to DGS/Deltas for the cost of the computer and camera. Hasbargen noted it is included in the terminal bills. Anderson suggested sending a bill to Delta for the cost. Discussion on the security system and camera locations, as well as Phase II and additional cameras.

**Power for Trailers for TSA & NOAA** – Trudeau stated Oster will work with the contractor to evaluate where the power lines will go, adding they are aware that any of the hook up connections for Phase II cannot be billed until after bonding and state agreements are received. Cohrs mentioned he worked with Hasbargen last week to get the legislative letters sent out and explained its detail, adding things are still on track for starting Phase II in May of 2018. Anderson questioned the Bond agreement, noting not recalling receiving it. Pavleck stated he needed to leave the meeting and gave credit to Kraus-Anderson, SEH and everyone for their hard work on the new terminal, referencing the CKDR marketing proposal and his support for advertising in the Canadian area.

**Triggering Event Master Plan TEMP Update** – Crow stated the TEMP has started, noting soil borings and pavement cores have been collected and explained the details, adding some wetland delineations were also done. Nowicki handed out a schedule, noting she worked with Lindsey Butler and Gina at FAA to put the schedule together. Anderson questioned zoning. Nowicki stated there shouldn't be any issues with zoning. Discussion on the runway, wetlands, the electrical component part of the plan and FAA requirements. Nowicki explained the tasks and requirement, noting there will be a public involvement requirement. Crow explained the public involvement in more detail. Einarson touched on the Baudette airport and their project that will shut down their airport, noting he doesn't see any concerns of the impact being that great as the dynamics are very different. Discussion on the airports, the timeline of their projects and applying for the grant.

**Pavement Rehab Update** – McMahon explained everything went good with the pavement rehab, adding there is one pay application for \$105,831 to Northwest Asphalt and the project is complete, noting the project is funded 95% FAA, 2.5% State and 2.5% Local.

## **Old Business**

### **New Business**

**A. Terminal Artwork** – Anderson referenced the need for artwork of some sort in the new terminal, noting he envisions scenic photos of the area like the lake, river, forest, golf course, etc, adding the possibility of putting out a Request for Proposals, however there are no real funds budgeted at this time.

**B. Purchase of Flags** - Anderson also referenced the possibility of having flags in the new terminal. Short discussion on flags and potential artwork sources. Anderson suggested asking the CVB to submit 3-4 scenic photos and get an estimate to purchase flags to go in a 4'x6' case. Briggs stated the VFW may have 4'x6' flags available.

**C. Airport Welcome Sign** - Anderson questioned the Welcome Sign that is in the old terminal and if it should be brought into the new terminal or if a new one should be created. Nevanen stated there should be some kind of welcome sign, but the one in the old terminal is very dated. Short discussion on the Welcome Sign. Anderson stated the possibility of using the same sign and get an updated frame, noting to seek an estimate on a new frame and to check the measurements to ensure it will fit in the entrance.

**D. Bronze Plaques** - Anderson referenced bronze plaques and questioned Trudeau if he knew of businesses that could create them for the new terminal. Trudeau stated Todd Signs in Duluth can do the plaques if needed.

**E. Leave of Absence Request – Kyra Hasbargen** – Hasbargen explained her plan for taking 12 weeks of maternity leave beginning roughly March 1<sup>st</sup>, 2018, noting the position duties are too difficult to train someone for the 12 weeks while she is out and stated she would be willing to do some contract work from home for the financials, grants and misc. things that will be needed for Phase II. Anderson stated the

possibility of getting a laptop that would be owned by the Airport Commission for the use of working at home. Nevanen stated JoAnn Smith in the office has stated her willingness to help out with the meeting minutes and some other duties as needed. **Nevanen moved and Norby seconded to approve a leave of absence for Hasbargen from roughly March 1<sup>st</sup> to May 31<sup>st</sup>, 2018, and the purchase of a laptop computer to be owned by the Airport Commission not to exceed the cost of \$1,000. Motion carried with 3 yes votes and Briggs abstained.**

### **Manager's report**

Einarson stated the FAA is enforcing a new rule on the MALS lighting, which now requires a licensed person to complete the paperwork for the work that is completed on the lights and explained in more detail, noting the paperwork needs to be completed by January 1, 2018 and recommended using Ernie Leon in Duluth who has a fee of \$3,000 per year, adding he is the fastest and cheapest. Einarson noted they keep maintenance logs, and it is not required to have a licensed maintenance person, but is for strictly the paperwork, adding to get licensed, it requires the FAA certification training and isn't worth it to put someone through the certification, adding the FAA threatened to shut down the airport due to not having a licensed person to complete the paperwork. Short discussion on the qualification, certification and the lighting. . **Nevanen moved and Briggs seconded to authorized entering into contract with Ernie Leon to complete the maintenance and certified paperwork. Motion carried unanimously.** Einarson referenced the doors on the new terminal and having an issue with people walking into the side that doesn't open, adding he requested some signage from Fairchild Signs for the doors. Anderson questioned if there is any other signage needed. Laura Manka questioned if the Airport Logo or something could be put on the outside sign as there is a lot of blank space. Short discussion on the old terminal and the doors. Einarson stated they are getting ready for winter operations, adding the equipment is ready and is working with Ted on getting sand. Briggs questioned the old terminal ramp light being on and if they could be turned off. Einarson responded Tim Jackson is working on getting them turned off.

### **Secretary's report**

Hasbargen referenced the enplanement record in the packet, noting enplanements were up again last month. Hasbargen mentioned the advertisement screens in the terminal, noting she heard back from Big Fish Digital on a proposal and pricing for creating advertisements at a fee of \$70/hour with a 1-hour minimum. Hasbargen added in talking with Chairman Anderson regarding the Advertisement Screen fee to advertisers, it was discussed to raise the first year annual fee from \$100 to \$200, and do a slight increase over the next few years with a \$50 increase per year for the next 3-years, adding once she has everything in place for the screens, she will send letters out to advertisers. Hasbargen stated she has also been working with Rolene at Marco, which is the company handling the back end of the screens, adding she will be trained on how to upload the information to the screens using a VPN which will allow her to access it remotely. Hasbargen referenced the Marketing Tracking documents in the packet, noting she has changed the document to reflect a marketing budget that goes better with the full Airport budget. Hasbargen noted there are a lot of funds going to KGHS for radio advertisement and isn't sure it is the market the Commission needs to focus on as hard as it is, adding she is all for supporting local business, but there needs to be a bigger presence in other areas, such as radio in Canada and potential digital advertisements that target specific ages and locations. Hasbargen stated she has looked into Pandora Radio for one option as they can target specific locations, and CKDR & CFOB for an estimate on advertisements. Hasbargen referenced a poll she created on Facebook to gage what radio stations are most listened to in the area, where the majority selected the Canadian station B93FM-CFOB or satellite radio. Hasbargen noted the CKDE/CFOB proposal for 6 months. Short discussion on the proposal, area reach and number of advertisements. Consensus of the Commission was to take a look at the scripts and consider for the winter months, questioning if the 6 months can be broken up. Hasbargen will follow up on the questions. Hasbargen stated she has in the Marketing Budget to update the Airport Website noting it is very out dated and needs a little bit of work, while referencing the estimate in the packets from Big Fish Digital and would like to move forward with the update after the 1<sup>st</sup> of the year. Hasbargen then referenced the 2018

Fort Frances Vacation Guide and the ad that was printed last year, questioning if the Commission would like to do a similar advertisement. Short discussion on the ad and information to go on the ad. **Briggs moved and Nevanen seconded to approve an advertisement in the 2018 Fort Frances Vacation Guide at a cost of \$625. Motion carried unanimously.** Hasbargen noted she was contacted by Tricia Heibel at the Chamber of Commerce with questions and concerns on the flight schedule, noting after talking with her there are several misconceptions out there on both the new Terminal costs, and flight schedule, adding Heibel questioned if the Commission would be interested in doing a Lunch & Learn presentation. Anderson stated he is looking at dates in January to do the Lunch & Learn, adding the need to put together a presentation to recap Phase I and what is expected in Phase II. Nevanen noted pricing on flights and examples should be included in the presentation. Anderson added, the flight schedule, project costs, and enplanements should also be in the presentation. Crow stated SEH can help with the presentation if needed.

### **Reports from Members**

Norby commended the Commission on their great job and excellent Ribbon Cutting Ceremony. Briggs stated he thought the ribbon cutting went very well and was great to see the turnout, adding the jet bridge is the most user-friendly and seems to be working great. Nevanen echoed the other Commissioners on the ribbon cutting adding the lunch with Lt. Governor was a good addition, noting he has heard great feedback on the jet bridge and new terminal. Short discussion on the ribbon cutting and those in attendance. Crystal Clance stated she feels the old welcome sign should be reused in the new terminal even though it is an old sign, it stands for the beginning of the airport and gave a brief explanation of the new sign.

### **Adjourn, next meetings**

Meeting was adjourned by the chair at 10:34a.m. The next regular monthly meeting of the commission will be Wednesday, November 29, 2017 at 8:00a.m in the Koochiching County Boardroom.