

**International Falls-Koochiching County Airport Commission**  
**November 29, 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 8:00 a.m. by Chairman Robert Anderson.

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

Members absent:

Others present: Kyra Hasbargen, Thor Einarson, Steve Trudeau, Benita Crow, Shawn McMahon, Kaci Nowicki, Laura Manka, Crystal Clance, Byron Fielder, James Asleson, Cheyanne Farmer (KCC-TV) and Bob Cohrs via conference call.

**Public Comment** – None

**Approve regular meeting minutes of October 25, 2017 – Briggs moved and Nevanen seconded to approve the meeting minutes of October 25, 2017 with change in spelling to MALSR lighting in the Managers Report. Motion carried unanimously.**

**Financial statement for November 29, 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 \$324,778.06 and regular monthly bills in the amount of \$66,263 with the addition of two bills that were received this morning totaling \$331.17, and paid bills of \$7,822.49. Pavleck questioned if the letter from Northland Investigative Protective Services (NIPS) letter and bill, if it is included in the monthly bills. Hasbargen responded, yes it is included. Short discussion on the NIPS bill and letter explaining the additional employee. **Pavleck moved and Briggs seconded to approve the financial reports and claims as listed in the amounts of \$324,778.06 for terminal claims, \$66,594.17 for regular claims and \$7,822.49 for bills paid. Motion carried unanimously.**

**Engineers' report**

**Terminal Update Phase I** – Bob Cohrs was conference called into the meeting. Trudeau reported they are working on closeout items and the punch list. Anderson passed out a photo copy of the jet bridge with an accumulation of snow on top of it and explained the issue they are having with the jet bridge. Einarson went into further detail on the issue, and the concern of where the water/ice is settling in the rotunda, adding it works great without snow. Pavleck questioned if the jet bridge has been paid in full. Trudeau explained they have not been paid in full and have a bill in for this month plus a retainage fee. Discussion on the jet bridge issue and researching to see how other airports handle their snow on the jet bridges. Einarson stated it could be the issue of the angle the jet bridge is sloped, and recommended that Ameribridge does some redesigning to fix the issue. Trudeau stated his recommendation of holding off on October's payment to Ameribridge until the issue has been resolved. Additional discussion on the jet bridge. Einarson stated Ameribridge is sending commercial bags to cover the motors on the jet bridge and questioned who is going to be paying for those. Further discussion on the jet bridge. **Pavleck moved and Briggs seconded to approve withholding October's payment to Ameribridge in the amount of \$50,133.64 until the issues with the jet bridge have been resolved. Motion carried unanimously.** Trudeau handed out an updated Field Order Log, and stated there are no big changes and a few credits, noting the Delta security camera on the list and that the Commission would pay for it. Trudeau explained the field orders will go to FAA for approval and noted FO74-FO79 are new. Discussion on the field orders and submitting them to FAA for approval. **Briggs moved and McBride seconded to approve Field Orders #74-79 on the updated Field Order Log. Motion carried unanimously.** Short discussion on the terminal funds and the City carrying the shortfall currently, along with the County's budget. Trudeau passed out and updated Terminal Worksheet, noting an exposure of

roughly \$338,039.96 currently, and a total project cost of \$10,243,489.19. Anderson questioned items still needing to be finished up. Trudeau explained the document and stated Marco has ordered the material to get the cable up and running and LHB will be here next week to finalize the HVAC system, adding Ted Brokaw is doing a great job on adjusting the system when needed. Short discussion on the HVAC system and B3 management. Einarson stated the old terminal is having some issues with the heating system, adding Shannon's has been working on it. Trudeau stated he hopes to have all bills and contractors finalized at the January meeting, and referenced the polished concrete floor in the terminal needing some cleanup which Hawk Construction will be here within the next couple weeks to get it fixed and explained the issue, noting he has asked for a credit as the floor is not what was expected. Trudeau added they are offering the Commission \$2,000 back, adding it should be added to the annual maintenance list to ensure the polish is holding up and referenced the possibility of Pro Floor Care in Northome to come take a look and touch it up if needed. Trudeau referenced the asphalt issues in front of the new terminal, noting calls have been made but not returned by Bowman Construction and recommended not paying the final bill until the issues have been resolved. Short discussion on the problems with the asphalt. Crow explained the problem in more detail and why it possibly happened, noting that a seal coat will not fix the problem. Discussion on the fireplace switch in the open and solution options so the public does not have the capability to play with the switch. Trudeau touched on Phase II and the temporary trailer placement, and mentioned the partition between the Avis and Waschke desks. Einarson stated they shortened the length of the partition and seems to be okay. Nevanen questioned the operation side of things with the new terminal. Einarson responded the only concern that has come up is where to put the snow in the initial snow fall when there was no frost. Cohrs stated he had a conference call on PFC's with Hasbargen, Don Berre and FAA yesterday, as the FAA is recommending a PFC application be amended from the initial application completed in 2014 on the terminal project, due to receiving Bond funds and explained the issue in more detail. Discussion on the current application, field orders and to amend the current application or create a new application. Cohrs recommended having a more lengthy discussion on the application and using Bond verses PFC funds at next month's meeting.

**2018 Grant Update** – Crow stated they have started the process for the FY18 grant and pre-application, noting it is a non-discretionary year and will focus on the Runway Project design and equipment, adding the pre-application needs to be to FAA by December 15<sup>th</sup> and will new signatures this week on it. Crow mentioned delineations have been completed along with a topography and a more extensive pavement study with geotech for the runway reconstruction, adding they are working with Mark Ziemer with Barr Engineering, to evaluate anything with electrical to it, in terms of when it was installed, it's condition, etc., noting there is a lot of data collection taking place currently. Nowicki passed out a map showing the south end obstruction removal and explained its detail and the obstructions that are in the approach surface area, then passed out the same for the north end of the runway and explained. McMahan explained the reason for the additional obstructions that were not noted by FAA. Short discussion on the tree obstructions. Nevanen questioned acquiring the property where the obstructions are located. Short discussion on the properties. Nowicki explained they are continuing to do data collection and working with SkyWest on the displaced threshold. Short discussion on the airport history, runway and identifying ownership of the properties. Einarson questioned an issue Duluth Airport is facing with their runway reconstruction. Crow explained the situation in detail on the issues, concerns and potential solutions. Short discussion on the issues and not having a repeat of those issues and concerns for the INL runway reconstruction.

## **Old Business**

## **New Business**

### **Manager's report**

Einarson stated he is working with Cody Holmestad at GreenTech to add an additional logo to the outdoor Airport sign and recommended the lettering be done by the same company that provided the current sign

letters and have GreenTech do the logo, so that all the letters are the same. Discussion on the sign, quotes from GreenTech, if the material is the same and getting a quote from the company that did the original letters, Signation, out of Minneapolis. Anderson questioned Trudeau on getting a quote from Signation and asked to have the quote and discussion on December's agenda. Einarson explained a maintenance nightmare and large expenses that have been spent on trying to figure out the issues and fix the OshKosh Snow blower, noting about 3 weeks ago after discussions with MacQueen and an OshKosh representative; there was a repair bulletin on the equipment issue that was sent out in October, 2015. Einarson went into further detail on the issue and all the repairs that have been done surrounding the issue, noting the steps they went through to correct the issue, adding so far things seem to be working good, and will see during the next snow fall. Einarson referenced a bill to MacQueen that has been held for payment due to the issue and mentioned the owner of MacQueen called him and was not aware of the bulletin either, but will be looking into the issue and the bill.

### **Secretary's report**

Hasbargen referenced the enplanement record in the packet, noting enplanements were up again last month. Hasbargen mentioned she checked on laptop quotes from 3 different vendors, which had the same specs on each computer with Microsoft Office and Business installed on it, noting Shipley's PC Repair of \$900, Small Town Tech, Inc at \$769.50 and Dell \$839.98. **McBride moved and Pavleck seconded to approve the laptop quote with Small Town Tech for \$769.50 and authorized the purchase of the laptop. Motion carried unanimously.** Hasbargen noted she has gained VPN access to remotely modify the ad screens and will work on getting them up and running and send letters out to potential advertisers, adding she was contacted yesterday by Bob DeGross of Voyageurs National Park Service who is questioning if the Commission would be interested in partnering to develop an exhibit related to the park and associated gateway communities, to be displayed in the new airport terminal. Short discussion on a possible exhibit and who would pay for the exhibit. Hasbargen stated DeGross would be interested in coming before the Commission to discuss more details. Commission recommended inviting him to the next Commission meeting. Hasbargen stated she received an email from Sue at Fort Frances Times, as the contract is expiring on December 31<sup>st</sup> and wondering if the Commission would like to continue the online advertisements at the same cost of \$199/month. **Pavleck moved and Nevanen seconded to approve the contract with Fort Frances Times for online advertisement at a rate of \$199/month. Motion carried unanimously.**

### **Reports from Members**

Pavleck thanked Hasbargen for her excellent work and mentioned the increase in enplanements, and hard to argue with when they have shown such significant increase. McBride questioned the SunCountry charter to Laughlin recently that had 129 passengers. Briggs added another trip is planned for January 17-20<sup>th</sup>. Nevanen echoed Pavleck's comments of Hasbargen's work referencing some of the calls and things that are dealt with and also thanked Einarson for his great work. Anderson passed out a photo of a truck in the garage at the airport of someone who was taking water out of the airport and was not authorized to do so, noting a Sheriff report was completed on the incident and DGS has taken care of the issue.

### **Adjourn, next meetings**

Meeting was adjourned by the chair at 10:24a.m. The next regular monthly meeting of the commission will be Wednesday, December 20, 2017 at 1:00p.m in the Koochiching County Boardroom.