

**International Falls-Koochiching County Airport Commission**  
**December 20, 2017 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 1:01 p.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, Laura Manka, Bill Mio, Cheyanne Farmer (KCC-TV) and Bob Cohrs and Benita Crow via conference call.

**Public Comment** – None

**Approve regular meeting minutes of November 29, 2017 – Nevanen moved and McBride seconded to approve the meeting minutes of November 29, 2017. Motion carried unanimously.**

**Financial statement for December 20, 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 \$141,673.91 and regular monthly bills in the amount of \$67,216.03 and paid bills of \$14,174.50. Short discussion on a few of the bills. Nevanen questioned the Northland Protective and Investigative Services bill being higher than normal. Hasbargen stated she was informed it is due to plane delays. Briggs stated NPIS needs to be there when TSA is there and explained in further detail. **Briggs moved and McBride seconded to approve the financial reports and claims as listed in the amounts of \$141,673.91 for terminal claims, \$67,216.03 for regular claims and \$14,174.50 for bills paid. Motion carried unanimously.**

**Engineers' report**

**A. Terminal Update Phase I** – Steve Trudeau reported Phase I is coming to a close, noting they are trying to track down the final paperwork from remaining vendors, adding there are still some retention payments being held and the hope is to have them closed out next month. Trudeau referenced the Jet Bridge and there have been good discussions regarding the issues and how to get them resolved and explained some of the details of potential resolutions. Trudeau mentioned Ameribridge is providing thermal bags that will cover the motors of the jet bridge and will send someone to install them. Einarson credited Trudeau and Cohrs for their work with Ameribridge, and referenced the heat suggestion that was made, noting he doesn't believe it will work here as the heat in the jet bridge is baseboard heat and doesn't heat up as quickly, adding they will try it but a big concern in a freezing condition that something will break in the rotunda. Discussion on Hibbing and Brainerd airports and how they use their jet bridge and if there have been any issues. Briggs suggested leaving things the way they are to see how it will work through the rest of winter. Additional discussion on the jet bridge suggestions and continuing to monitor the issues. Trudeau mentioned they are wrapping up the Punchlist, adding Rick Oster will be here tomorrow and noted they are still working with Hawk Construction on the floor seams as they put the wrong color epoxy in the floor and need to come back to redo it. Briggs stated there was a customer that came through the airport recently who is a building inspector by trade and noticed the nuts/bolts on the beams are not tightened enough. McBride questioned if all the chairs in the secure area have been installed. Trudeau responded they have all been installed and Rick will be connecting power to them tomorrow. Nevanen referenced the acoustics in the secure area, noting it is terrible. Discussion on the secure area and ways to help the sound. Anderson questioned Change Orders. Trudeau stated they are still working on some and handed out and updated Change Order List and explained its detail. Trudeau referenced

the Outdoor Sign quote he received from Signation. Hasbargen stated the Signation quote is \$600 more than Green Tech's quote and neither include installation. Anderson questioned the ad signs that were in the baggage area of the old terminal. Einarson stated they have looked and believe one was found, but the others have not been. Short discussion on not finding the ad signs. Cohrs stated he met with FAA on the PFC Application and explained the issue of the current application being only one phase and needs to be split into two phases, adding a spreadsheet has been created to help determine costs and maximizing bonding funds and then applying PFC funds, and explained things in further detail. Hasbargen explained the PFC allocation and allocating funds to the Terminal since 2014 but the funds not actually going into the Terminal Fund account. Cohrs elaborated and explained the current "double dipping" issue, noting the first step is working through the spreadsheet then going back to identify other projects to allocate funds to. Crow added projects can go back to 1992 for eligibility and should be able to allocate the \$187,000 towards those projects instead of coming up with the funds to pay back on the terminal.

**B. Master Plan Update** – Crow stated she will have a very robust presentation on the Master Plan at the January meeting as they were unable to be in person at today's meeting due to mechanical issues with their airplane, and explained the work that has been done to date and areas that will be worked on next, adding the hope to wrap up the master plan in March or April.

### **Old Business**

Anderson referenced the old plaque in the old terminal building and showed a sample of the text for the new terminal. Discussion on who could create the plaque, the text that should be included and how titles of those involved should be listed. McBride questioned the State Elected Officials being listed.

A. Additional text/logo on Outdoor Sign Quote – Hasbargen explained the two quotes not including the installation. Trudeau stated Oster installed the initial lettering and could install the additional lettering if needed. Discussion on confirming the same material being used for the lettering. Anderson requested to keep it on the agenda for January's meeting.

### **New Business**

#### **Manager's report**

Einarson referenced there being many flight delays along with complaints on conditions being made on social media due to Delta giving incorrect information and referenced a specific incident that happened last week. Einarson stated they thought they had the snow blower repaired but it only ran for a few hours and quit again, noting if MacQueen doesn't fix it this time, the next step will be to see some sort of legal action. Einarson referenced a severe fire that happened a few nights ago, noting the Fire Chief requested additional assistance from the Airport foam truck. Anderson commended Einarson and staff on their help and good work, and questioned there being an age limit on the foam. Einarson responded there is an age limit and have already ordered new foam as they used all that was on hand at the time of the fire. Discussion on the airport fire trucks and ages of each.

#### **Secretary's report**

Hasbargen referenced the enplanement record in the packet, noting enplanements were up again last month. Hasbargen mentioned she has gotten the ad screens updated and has sent emails/letters out to all past advertisers, along with an ad on Facebook, adding so far she has received 1 advertisement from Anderson Lodge in Sioux Lookout and has 8 other who are working on their advertisements. Hasbargen stated currently the ad screens are showing the same ad at the same time and referenced photos of the screens in the packets. She questioned Marco on it who informed her that additional boxes would need to be purchased as there are only 2 zones set up, adding she also checked with Justin Shipley who didn't think it would entail much other than some additional splitters for the coax cable and switching some wires. Cohrs stated he will check with

Nate on the screens and see what he says also. Hasbargen referenced the Marketing budget noting CKDR/CFOB is in the budget for January, February, March and October, November, December, 2018 at a cost of \$5,980 for the 6 months on both radio stations. **Nevanen moved and Briggs seconded to approve a 6-month contract with CKDR/CFOB radio at a rate of \$5,980. Motion carried unanimously.**

### **Reports from Members**

McBride wished everyone a Merry Christmas. Briggs referenced the SunCountry Charter scheduled in January and February and noted the power outage in Atlanta cost Delta roughly \$30 million due to their backup power not kicking in, adding MSP is looking into why Atlanta's backup power didn't kick in, to ensure it doesn't happen to MSP. Nevanen gave kudos to Einarson and staff on their efforts of helping with the fire and also keeping the runway open during the recent weather conditions of freezing rain, then snow. Nevanen also referenced the old terminal continuing to cost the Airport money with the recent need to replace the water heater, adding it was replaced with a much smaller one to get by. Anderson wished everyone a Merry Christmas and requested approval to attend the LASAC meeting in Brainerd on January 12<sup>th</sup>, adding if there are any Commission member that would like to attend also. **McBride moved and Briggs seconded to approve travel expensed for any Commission member who wishes to attend the LASAC meeting on January 12<sup>th</sup>, 2018 in Brainerd, MN. Motion carried unanimously.**

### **Adjourn, next meetings**

Meeting was adjourned by the chair at 2:46p.m. The next regular monthly meeting of the commission will be Wednesday, January 24, 2018 at 8:00a.m in the Koochiching County Boardroom.