

International Falls-Koochiching County Airport Commission

May 24, 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 8:02 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, Rick Oster (Kraus-Anderson), Laura Manka, Gary Kaunonen (KCC-TV), Steve Trudeau, Benita Crow, Shawn McMahan, Bob Cohrs, Tim Wegwerth, Destin Nygard and Mark Meester.

Public Comment – None

Approve regular meeting minutes of April 26, 2017 – McBride moved and Nevanen seconded to approve the meeting minutes of April 26, 2017. Motion carried unanimously.

Financial statement for May 24, 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 \$1,011,709.98 and regular monthly bills in the amount of \$12,872.81 with \$12,044.35 paid in advance before the meeting. McBride questioned the percentage of the terminal project completion. Trudeau responded the project is about 75% complete. Short discussion on a few of the bills. **Pavleck moved and Briggs seconded to approve the financial reports and claims as listed in the amounts of \$12,872.81, \$12,044.35 and \$1,011,709.98 for the Terminal. Motion carried unanimously.**

Engineers' report

Terminal Project Update – Cohrs referenced Phase II of the Terminal Project and the bonding bill potentially passing, adding the need to advertise for Phase II right away if the bill is passed due to the grant application needing to be in to FAA by June 15th. Short discussion on Phase II, bid opening and the next regular monthly Commission meeting. Nevanen questioned cost estimates for Phase II. Cohrs responded the original estimates were \$3.6 million back when the initial estimates were done for Phase I, adding they are working on the details and estimate about the same cost. Cohrs stated all entitlement, discretionary and bond funds will be used to completed Phase II and the Apron Expansion. **Pavleck moved and Nevanen seconded to authorize the advertisement for bids of Phase II contingent upon the Bonding Bill passing with sufficient funds to complete the project and schedule a bid opening for 2:00pm on June 28th at City Hall. Motion carried unanimously. Pavleck moved and Briggs seconded to approve the next regular scheduled monthly Commission meeting on Friday, June 30th at 8:00am. Motion carried unanimously.**

Rick Oster of Kraus-Anderson gave a brief update on the terminal project, noting the sheetrock is 99% finished and the painter will be starting tomorrow, adding they are preparing for landscaping and the doors are ordered. Nevanen questioned if the project is close to the target date. Oster stated some time has been made up but still unsure at this time. Cohrs added they are looking at a target completion date of August 17th, adding there is not an estimated delivery date of the Jet Bridge yet. Short discussion on the Jet Bridge.

Change Orders – Trudeau handed out a change order log. Cohrs explained there are not enough funds to finish the project with the change orders, adding they will be seeking additional funds from MnDOT and FAA for the estimated \$589,172 in change orders, noting there is \$200,000 budgeted however the remainder will need to be carried by the Commission until reimbursements are made. Cohrs explained the MnDOT and FAA process for determining eligibility of each change order, adding each one is about 30 pages long. Discussion on the change orders and the ones that do not have a known cost. McBride questioned the contingency. Discussion on contingency and the timeline of reimbursement, and the City/County having to cover those funds in the meantime. Cohrs mentioned FAA holds 10% of reimbursed funds until the project is closed out

and explained the process and timeline, while stating some potential options. Discussion on Phase II and the completion of Phase I. Anderson stated if the Bonding Bill isn't passed this secession, its needed to reapply by June 16th for the next Bonding Bill, adding it would be a good idea to have the application ready. Discussion on the exact dollar figure needed to cover the cost of the projects change orders and 10% withholding until reimbursement funds are received. **McBride moved and Nevanen seconded to authorize the Chairman to sign today's change orders and all future change orders going forward to keep the process moving. Motion carried unanimously.**

2017 Pavement Rehab Project Bid Tabulation – Crow handed out a Bid Tabulations documents and introduced Tim Wegwerth with SEH. Crow explained the bid tabulation document noting Northwest Asphalt is the low bidder at \$105,831, adding the project is reimbursable at 95/2.5/2.5%. Short discussion on the project and continuing air service during the project. **Pavleck moved and Nevanen seconded to accept the low bid of \$105,831 by Northwest Asphalt to complete the 2017 Pavement Rehab Project. Motion carried unanimously.** Anderson stated at the MCOA conference, FAA was interested in seeing a quicker rebuild of the runway done and questioned moving the project up on the timeline, asking Crow to have a plan for the next meeting. Crow stated she spoke with Lindsey Butler who referenced the possibility of a late season grant to start the engineers report, adding she is very supportive in getting the project moved up to possibly start in 2018 instead of 2019. Discussion on the project and budgeting for the 95/2.5/2.5% eligibility. Crow explained the project in more detail. Anderson stated the key is to have the plan ready to go for the project to start as soon as possible. Crow states she will have an engineer's design study in June and explained the process and all that is included in the process. Discussion on the runway and this project being the first reconstruction and the difference between an asphalt and concrete base.

Old Business

ARFF Truck – Anderson stated Shaun Germolus in Hibbing has taken the lead for 6 airports and wrote a letter to the FAA/Andy Peek regarding the ARFF truck regulations, noting INL is included.

New Business

None

Manager's report

Einarson reported mentioned a Tarmac Contingency Plan and explained the plan was in need of updated and INL was in violation for not having an updated plan and noted the disconnect there was with FAA. Hasbargen elaborated on what happened and stated she had to go through a few hoops as the FAA representatives didn't know what the plan was, but she got it updated and submitted to FAA as well as uploaded onto the website to be in compliance. Einarson stated the Wildlife Study is in the works for the final sign off from the FAA and referenced the enplanements being up again. Discussion on enplanements, flights and shortage of pilots. Mark Meester stated on August 17th or when the new terminal building project is complete, the manager will be responsible for the B3 reporting, adding the only person in town who understands B3 is Ted Brokaw and the Commission may want to add him to the list of knowing how to run the building, as the knowledge will be needed. Cohrs explained the B3 reporting and the meter locations. Nygard stated there were extra funds spent to have the building energy efficient and will be important to ensure the building is performing as it is supposed to, and explained the benefit of having someone who is knowledgeable in the system will help. Discussion on B3 reporting and requirements. Nevanen questioned inviting Brokaw to the next meeting to discuss the B3 reporting and process. Cohrs stated they will be starting the commissioning of the systems and it would be helpful to have Brokaw involved for the start of the process.

Secretary's report

Hasbargen referenced the analytics of a Facebook post she put out there regarding the SunCountry trip and flights still available, noting the post reached 5,600 people and explained how it works. Hasbargen stated she is also still waiting on the executed marketing grant agreement from September of 2016.

Reports from Members

Nevanen stated he met with KARE 11 who did a story on the economy and PCA layoffs, noting the story recently aired in the Twin Cities, adding MnPOST also did a story on the declining population in Koochiching County. McBride gave credit to Nevanen for staying positive in the MnPOST article. Anderson stated there is a group working on the possibility of SunCountry charter going to Nashville and wondered if the Commission was interested in pursuing if from INL. Discussion on Nashville and SunCountry charters. Crow stated a new Independent Fee Estimate (IFE) will need to be done for the runway rebuild and will need to have it in before June to include in the entitlement grant. **Briggs moved and Pavleck seconded to authorize an Independent Fee Estimate to be done on the Engineer Design Report for the Runway Rebuild not to exceed \$5,000. Motion carried unanimously.**

Adjourn, next meetings

Meeting was adjourned by the chair at 9:38a.m. The next regular monthly meeting of the commission will be Friday, June 30, 2017 at 8:00a.m in the Koochiching County Boardroom.