

**International Falls-Koochiching County Airport Commission**  
**July 26, 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, Steve Trudeau, Benita Crow, Crystal Clance, Gary Kaunonen (KCC-TV), Destin Nygard, Chris Porter (SEH)

**Public Comment** – None

**Approve regular meeting minutes of June 30, 2017 – McBride moved and Nevanen seconded to approve the meeting minutes of June 30, 2017. Motion carried unanimously.**

**Financial statement for July 26, 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 \$888,997.93 and regular monthly bills in the amount of \$87,800.27 and \$3,000 for Phase II. Short discussion on bills, payments and where the terminal project is at. **Pavleck moved and Briggs seconded to approve the financial reports and claims as listed in the amounts of \$87,800.27, \$3,000 and \$888,997.93 for the Terminal. Motion carried unanimously.**

**Engineers' report**

**Terminal Update Phase I** – Steve Trudeau of Kraus-Anderson stated Rick Oster is on vacation and gave a brief update on the terminal project, noting they are getting the site ready for final concrete and sidewalks within the next week, adding the electrician has finished up and the mechanical is getting started. Trudeau stated at this point everything is on track for an August 30<sup>th</sup> go live date. Short discussion on a SkyWest concern of the glass doors. Trudeau explained and Nygard explained the doors further which shouldn't be a problem. Discussion on Ted Brokaw and a proposal on B3 reporting contract. Trudeau stated the Phase II bid opening for the 3 work scopes that were rebid will be held on August 2<sup>nd</sup> at 2pm, adding an onsite tour for the Commission will take place on August 9<sup>th</sup> at 10:30am. Trudeau handed out an updated copy of the Change Orders, noting a couple were added to the list last week and reviewed each. Discussion on SkyWest and their recent request for a sink in the garage to fill mop buckets etc. Anderson questioned the generator. Einarson explained the current generator and specs needed to run the fire pump and the reason it needs to be upgraded, noting the upgrade will take place under Phase II. Short discussion on the fire pump.

**Relocation of Telephone Services** – Anderson referenced an email in the packets from FAA regarding the relocation of telephone services for the Automated Surface Observing System (ASOS) into the new terminal building and a reimbursable agreement with FAA for the charges of the relocation in the amount of \$14,099.88. **Pavleck moved and Nevanen seconded to approve the Reimbursable Agreement with FAA for the relocation of telephone services for the Automated Surface Observing System (ASOS) in the amount of \$14,099.88. Motion carried unanimously.**

**Frontier Fiber into Terminal** – Anderson referenced a letter in the packets from Frontier Communications regarding the extension of fiber into the new terminal at minimal labor cost of \$1,942.48. **McBride moved and Nevanen seconded to authorize Frontier Communications to extend fiber to the new terminal at a cost of \$1,942.48. Motion carried unanimously.**

**Terminal Update Phase II** – Trudeau explained the bid opening for August 2<sup>nd</sup>. Anderson explained at the last Commission meeting the Commission agreed to rebid a few work scopes of 6A, 6B and 32B, noting one contractor questioned the Commission on doing so, adding he consulted with the Commission's attorney,

Steve Shermoen who said there is no issue as the Commission is able to accept or reject bids at their discretion. Trudeau explained the reason for rebidding in more detail. Trudeau questioned the status of the proposed Kraus-Anderson contract amendment for Phase II. Anderson responded he is still trying to get some numbers together from RLMC to compare fees for the IFE. Crow referenced Tracy Schmidt is working on two separate grants for tracking the Terminal Phase II and the Pavement Rehab project separately. Crow mentioned the FAA is looking to hold the annual CIP meeting on August 30th and will follow up to confirm the date.

### **Old Business**

**A. Staff Review** – Anderson stated the KEDA Personnel Committee proposed a 2.5% increase to the Executive Secretary’s wage and would like to keep in conjunction with the KEDA recommending the same for the Airport Commission in accordance with KEDA. **Pavleck moved and McBride seconded to approve a 2.5% wage increase for the Executive Secretary in accordance with the KEDA’s Personnel Committee proposal. Briggs Abstained. Motion carried.**

**F. ACDBE Public Participation** – Chris Porter of SEH explained the ACDBE Reporting, noting this public participation meeting is an FAA requirement to give rental car companies an equal opportunity and explained things further. Porter recommended talking to the Avis representative to show a good faith effort and try to get them to register as ACDBE. Pavleck questioned if the rental car companies are aware of the ACDBE. Porter responded, yes Avis for sure, however for the local rental car companies it will be impossible for them, adding they all need to report annually on goods & services purchases. There was no car rental agencies present at the meeting.

### **New Business**

**A. 2018 Budget**– The Commission reviewed the 2018 Budget in detail. Discussion on the increases due to the terminal project and the single audit. **Pavleck moved and Nevanen seconded to approve the 2018 Airport Budget as presented. Motion carried unanimously.**

**B. Security Contract** – Hasbargen explained there is no contract in place with Northland Investigative Services as the last contract expired in 2017, adding Terry Wood will bring a proposal to the Commission at the August meeting to get a contract in place.

### **Manager’s report**

Einarson gave a brief update on the airport operations and international flights doing well, noting a schedule review with SkyWest was previously talked about and wondered if a conversation is still going to be had. Anderson noted a change in the evening flight time from 5:30pm to 6:30pm for the month of September, adding it may be difficult for many to make connections with that late of a flight. Discussion on flights and times. Einarson referenced the annual striping which is supposed to be completed by August 31<sup>st</sup> in conjunction with the new terminal completion, adding he will work with Ted Brokaw on the B3 Reporting. Einarson reported the fire truck has been having issues again, noting they need to make a new impeller as it is partly destroyed, adding they are currently using the City for backup and waiting on the FAA to change the specification. Short discussion on parking lot striping.

### **Secretary’s report**

Hasbargen stated Nikki at the Journal contacted her to see if the Commission is interested in advertising during the Bass Tournament, noting the cost would depend on the size. The Commission agreed to hold off and not advertise at this time. Hasbargen stated she was also contact by Vivial who handles the Frontier White and Yellow pages, noting last year the Commission did digital and print marketing adding the price has slightly increased but have also had good results from the digital marketing. Discussion on the display ad and phone numbers. **Pavleck moved and Nevanen seconded to approve the print and digital yellow pages advertisement through Vivial. Motion carried unanimously.** Hasbargen stated she has had a couple businesses ask about advertising in the new terminal and did some research on what other airports charge,

noting Hibbing charges \$1/per day. Nygard stated there are 3 advertising screens in the baggage claim area and 1 by the restrooms, adding most airports sub the ads out to a third party company who handles the advertisements and updates and maintains them. Anderson suggested contacting Brainerd and Hibbing to see how they handle their ads and bring something to the next meeting.

### **Reports from Members**

Briggs stated he is looking forward to getting the Jet Bridge and getting trained on it. Nevanen thanked the team for all their good work and questioned Briggs on their “Station of the Year” potential again this year. Briggs responded they are at the top right now so far. Pavleck referenced all the local projects currently taking place in the County, noting close to \$34 million dollars in funds received for those projects. Anderson thanked Ecklund and Bakk for their support on all the projects. Crystal Clance questioned the road construction on Crescent Drive and if it will affect the Cold Weather Testers or Hangar owners. Short discussion on the road construction and minimal impact to the testers and hangar owners.

### **Adjourn, next meetings**

Meeting was adjourned by the chair at 10:04a.m. The next regular monthly meeting of the commission will be Wednesday, August 30, 2017 at 8:00a.m in the Koochiching County Boardroom.