

International Falls-Koochiching County Airport Commission
September 20, 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, Brian McBride, Brian Briggs, and Wade Pavleck

Members absent:

Others present: Kyra Hasbargen, Thor Einarson, Steve Trudeau, Benita Crow, Bob Cohrs, Shawn McMahon, Kaci Nowicki, Lindsay Butler, Tracey Schmidt, Gina Mitchell, Laura Manka, Crystal Clance, and Dan McCarthy

Public Comment – None

Approve regular meeting minutes of August 30, 2017 – Pavleck moved and Briggs seconded to approve the meeting minutes of August 30, 2017. Motion carried unanimously.

Financial statement for September 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 \$487,133.63 and regular monthly bills in the amount of \$27,666.35 and paid bills of \$866.45.

McBride moved and Nevanen seconded to approve the financial reports and claims as listed in the amounts of \$27,666.35, \$487,133.63 and \$866.45 for the Terminal. Motion carried unanimously.

Engineers' report

A. Terminal Update Phase I – Trudeau provided an update on the Terminal in Rick Oster's absence, stating everything is on track and are finalizing a few remaining pieces, noting the hope is that the jet bridge will be here this week and expected to be completed by Friday, October 29th. Short discussion on the jet bridge and its installation. Anderson questioned the new furniture. Trudeau responded they will need to transfer the old furniture over for the opening as the new furniture will not be here in time. Cohrs noted the go live date is still set for October 4th. Briggs stated SkyWest is starting to move some items over today. Hasbargen questioned Midco and if they were able to get services into the new terminal. Cohrs stated there is no way for them to get the construction completed by the go live date so a patch-over was done from the new terminal for now.

Trudeau added Midco needs to bore under the road and put a whole new line in to the new terminal. Trudeau handed out copies of the updated Change Order Log and explained its detail. **McBride moved and Nevanen seconded to accept the updated Change Order Log with the additional change order numbers 66 to 69.**

Motion carried unanimously. Trudeau then handed out an overall budget sheet and explained its detail noting the potential exposure is less than initially expected. Cohrs stated the changes get sent to FAA for approval/denial, noting there may be a potential local cost needed if FAA doesn't approve the change order. Pavleck stated if local funds are needed to cover the additional change orders, the County will need to know that amount now as they are currently in their budgeting process. Anderson mentioned checking the budget to see if there are any general airport funds in general maintenance that could possibly be used also. Cohrs stated they are just waiting on the Phase II FAA grant. Lindsey Butler stated the grant and funds are set to go, adding change order for Phase I will be decided on at the end of the fiscal year and explained the payment process further. Short discussion on the close out report for Phase I coming up.

CIP Meeting – Benita Crow handed out a CIP document to everyone in the room. Butler gave an update on things in Congress that are in the process of being passed for the 2018 fiscal year, referencing the amount of grant funds that were given out in 2017. Schmidt noted everything is going well and is currently working on closing out the 2015 grant, adding there are 3 open grants at this point. Anderson questioned the TEMP

project approved and moving forward. Crow explained further. Nowicki elaborated further on the details and documenting of the TEMP project, noting there will need to be a public outreach in the near future which is important to users and general aviation to keep them informed of the runway reconstruction project. Crow stated they are conducting a planning study with engineering and will do borings and topographical photos this Fall. Discussion on the runway reconstruction project. Butler stated Baudette is doing a large scale project at the same time and they are trying to coordinate the two projects to prevent a complete aviation shutdown to all of Northern Minnesota. Further discussion on the runway project and Baudette's bridge project, timelines and funding streams. Crow questioned equipment and the return of discretionary funds from Bemidji. Gina Mitchell stated it is important to note 2018 is a non-discretionary year and will want to do equipment then or will have to wait until the runway project is completely finished. Butler confirmed 2018 would be the best year to have necessary equipment replaced. Discussion on the Airport Rescue and Fire Fighting (ARFF) vehicle and other airports. Butler stated two pieces of equipment will not be able to be replaced in the same year, recommending the Snow Removal Equipment (SRE) to be completed in 2018 and the ARFF vehicle to be completed in 2020. Crow explained the apron expansion and that it will be completed with leftover Bonding funds. Additional discussion on equipment and upcoming projects. Discussion on the phases of the runway reconstruction project and its timeline for completing the project, as well as the bidding and construction process. Discussion on the current runway and its age. Butler stated there is a great preliminary plan in place and she feels good about the project and its projected costs.

Old Business

A. Security Contract – Terry Wood – Hasbargen explained Terry Wood's need to raise his rates with the cost of living specs, noting Wood's proposed rates and has contacted Steve Shermoen to give a heads up on creating an updated contract. Hasbargen added, there is \$50,000 in the budget for security. Anderson questioned Wood's arrest authority and TSA's requirement. **Nevanen moved and Briggs seconded to approve a contract with Northland Investigative and Protective Services and approved a rate increase to \$38.08 per hour effective January 1, 2018. Motion carried unanimously.**

B. 2018 Final Budget Approval – Hasbargen explained the few sections that needed an increase due to insurance for the new terminal, the security contract increase and additional contract for B3 reporting on the terminal. **Briggs moved and Nevanen seconded to approve the final 2018 Budget at \$854,500. Motion carried unanimously.**

New Business

A. Airport Address Numbers – Hasbargen stated she was asked by Kelly Meyers at the City of International Falls regarding the possibility of the Airport putting some sort of numbering system on all buildings at the airport and hangars for many different reasons, one being emergency response. Hasbargen referenced a few diagrams in the packets, adding the hangars are already numbered/lettered and would just need some kind of sign in front of each hangar. Hasbargen noted the address for Einarson's is 2nd Ave East and the address for the Airport Terminal is a County Road 108 address, questioning if the City plans to annex the airport into the City, it would make the most sense to change the Terminal address to the 2nd Ave East and name/number all buildings. Anderson stated there should be additional signage at the intersection on Hwy 53 and 2nd Ave East also. Discussion on the 2nd Ave East address, the building numbers and names for each. Hasbargen noted the Hangars are on the same format as the Cold Weather Testing facility which has an address of Crescent Drive. Additional discussion on the buildings and their names/numbers. **Briggs moved and Nevanen seconded to approve addresses and signage per the diagrams and to contact Joe Sutherland at the County to put together an official diagram of the properties. Motion carried unanimously.**

B. Airport Bookshelf – Anderson stated he was contacted by Librarian Diane Adams at the Public Library who is wondering about the possibility of having a bookshelf at the airport for customers and they would keep it up as part of library services. Discussion on the bookshelf and where it would be placed. **Nevanen moved and Briggs seconded to approve the bookshelf contingent on location and if the shelf will be provided by the library. Motion carried unanimously.**

Manager's report

Einarson stated they are preparing equipment for snow removal, noting they are still doing some work with MacQueen and hope to have everything 100% ready by next week. Einarson referenced the annual Part 139 inspection that took place on Monday, adding the crack sealing went well on the runway.

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 had contacted Big Fish Digital who is working on a proposal and pricing, adding she will send letters out to advertisers once all the information and details have been figured out.

Reports from Members

Briggs stated it is encouraging to see enplanement numbers up for August and believes they will be the same for September. Short discussion on enplanements and the increase with the new schedule. Anderson referenced the LASAC meeting he recently attended in Brainerd and gave a brief explanation of what was discussed. Anderson noted a parking issue they are seeing in Hibbing and referenced a document from Hibbing on parking lot regulations, adding it may be something INL may want to consider and asked for it to be on the agenda for October's meeting. Clance questioned a secure storage area for cars to park at the airport during the winter. Anderson noted there are cameras that will be in the parking lot and stated the possibility of putting up camera signage in the parking lot.

Adjourn, next meetings

Meeting was adjourned by the chair at 10:26a.m. The next regular monthly meeting of the commission will be Wednesday, October 25, 2017 at 8:00a.m in the Koochiching County Boardroom.