

**International Falls-Koochiching County Airport Commission**  
**August 22<sup>nd</sup>, 2018 at 8am**  
**County Board Room**

**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, Darci Sullivan (KCC-TV), Steve Trudeau, Rick Oster, Benita Crow and Bob Cohrs via conference call.

**Public Comment** – None

**Approve regular meeting minutes of July 25, 2018 – McBride moved and Nevanen seconded to approve the meeting minutes of July 25, 2018. Motion carried unanimously.**

**Financial statement for August 22<sup>nd</sup>, 2018** - The commission reviewed the list of payable claims and account summary documents as prepared by Hasbargen. Anderson explained the regular monthly bills in the amount of \$36,262.62, Terminal Project Phase I bills in the amount of \$5,568.70, Terminal Project Phase II bills in the amount of \$310,251.55 and \$9,402.24 for bills paid. **Pavleck moved and Briggs seconded to approve the financial reports and claims as listed in the amounts of \$36,262.62, Terminal Project Phase I bills in the amount of \$5,568.70, Terminal Project Phase II bills in the amount of \$310,251.55 and \$9,402.24 for bills paid. Motion carried unanimously.**

**Engineers' report**

**A. 1. Terminal Update Phase II** – Oster gave a brief update on the project, adding they will be arriving on September 4<sup>th</sup> to start on the pre-cast walls. Trudeau stated the delivery of the steel will be about 2 weeks later and then late September for the wood structure. Einarson stated the project flow seems to be going well. Anderson questioned additional digging. Oster responded there was not a need for additional digging as they completed 3 additional borings and did not find anything. Briggs questioned parking for the Sun Country charter, noting the parking lot is already full and wondered if there's a way to notify the public to car pool if possible. Anderson stated a radio ad could be done and Hasbargen stated she can put it on Facebook and the website also. Anderson questioned if the project schedule is on time. Trudeau referenced change orders for Phase II, and described a few things in more detail. Pavleck expressed his concern with the deficiencies and design flaws of Phase I still not 100%, noting he wasn't sure there won't be similar issues for Phase II of a leaking roof, AC unit failure etc. Oster noted the AC unit should run more efficient when Phase II is completed due to the way the unit was configured to run both phases and the unit's inability to be run down low enough to only cool Phase I. Cohrs referenced the Phase I Terminal walkthrough that has been changed to September 5<sup>th</sup> at 10am. Trudeau stated he will be sending out an Outlook Calendar invite. Short discussion on the walkthrough and time. Cohrs recommended holding the construction meeting first at 10:30am and then the walkthrough at 11:30am. Trudeau reviewed some of the Phase II Change Orders and the costs associated with each in detail. Cohrs stated the FAA will not pay for material increases, but he will look to see if bonding funds could be utilized. Anderson questioned the Phase I Change Orders, noting Bowman's Construction has not started up their asphalt plant and is looking to KGM for the paving projects. Discussion on the asphalt on the south side of the terminal. **Pavleck moved and Nevanen seconded to approve change orders as presented. Motion carried unanimously.**

**A. 2. Terminal Update Phase I** – Briggs referenced the Jet Bridge, noting a technician was here for 3 days and thought to have it fixed. Einarson noted there was another incident on Friday of the jet bridge being off 2.5 inches and explained the process they had to go through to fix the issue. Discussion on the jet bridge and warranty. Trudeau stated he will contact Ameribridge and alert them of the issues. Additional discussion on the jet bridge and sending an extended warranty request letter from the airport attorney. **McBride moved and**

**Nevanen seconded to authorize the Chairman to contact airport attorney Steve Shermoen to discuss and draft a letter to Ameribridge addressing concerns of the jet bridge. Motion carried unanimously.** Trudeau touched on the roof leak, noting Range Cornice and AW Kettle will be coming to take a better look and get it fixed. Discussion on the roof leak. Discussion on the sound system in the secure area still not fixed, digital signage zones and the outside signage. Trudeau stated he will try to get Phase I Change Orders wrapped up this week and sent to Tracy at FAA for review, noting all have been completed and approved by the Commission; they just need FAA approval and explained more details. Short discussion on the runway project and flights.

### **Old Business**

**A. Executive Secretary Performance Review** – Anderson explained the Executive Secretary Review and a proposed increase from \$29.38/hour to \$30.26/hour which includes a portion toward benefits. **McBride moved and Nevanen seconded to approve a rate increase for the Executive Secretary from \$29.38/hour to \$30.26/hour. Motion carried unanimously.**

**B. Draft 2019 Budget** – The Commission reviewed the 2019 draft budget again and discussion on B3, operating and capital expenditures and how the capital expenses could be less with MnDOT participation. Additional discussion on capital expenditures and equipment. Nevanen stated part of the overall operation budget is increased due to construction so it makes it difficult for budgeting. **Pavleck moved and McBride seconded to authorize the submittal of the 2019 Airport Budget to the City and County as presented with a potential revision with State Participation once numbers are finalized. Motion carried unanimously.**

### **New Business**

None

### **Manager's report**

Einarson stated the chairs were returned to the Elks and requested sending a letter of thanks to them.

### **Secretary's report**

Hasbargen referred to the enplanement record in the packets and noted the increase over last year again.

### **Reports from Members**

Nevanen thanked everyone for their hard work and referenced the Tri-Annual Disaster exercise that was held at the airport. Einarson explained the event in more detail and the coordination of everyone involved. McBride referenced the Cantilever Public Meeting that was held yesterday, which will help increase the number of hotel rooms, however that is over a year out yet. Discussion on construction projects in the area. Anderson referenced a letter to Tracy Schmidt at FAA for Buy American and Cold weather winter conditions for the SRE equipment. Einarson explained the pieces FAA has deemed ineligible. Short discussion on the items not eligible and the safety concerns of the airport on each. **Pavleck moved and Nevanen seconded to include the 3 items that are needed for the SRE equipment, but not AIP eligible, to the local share of \$7,690.67 in the 2019 Budget. Motion carried unanimously.** Short discussion on the SRM Meeting report and taxiway.

### **Public Comment**

None

### **Adjourn, next meetings**

Meeting was adjourned by the chair at 9:55a.m. The next regular monthly meetings of the commission will be September 26<sup>th</sup>, 2018 at 8am in the County Board Room and a Public Meeting at 6:30pm on September 25<sup>th</sup>, 2018.