

International Falls-Koochiching County Airport Commission
December 19th, 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 8:09 a.m. by Chairman Robert Anderson.

Members present: Bob Anderson, Brian McBride, Brian Briggs, Wade Pavleck

Members absent: Paul Nevanen

Others present: Kyra Hasbargen, Thor Einarson, Darci Sullivan (KCC-TV), Steve Trudeau, Rick Oster, Destin Nygard, Shawn McMahan, Kaci Nowicki

Public Comment – None.

Approve regular meeting minutes of November 28, 2018 – McBride moved and Briggs seconded to approve the meeting minutes of November 28, 2018. Motion carried unanimously.

Financial statement for December 19th, 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 \$24,325.45, Terminal Project Phase II bills in the amount of \$504,332.43, Runway Phase II bills in the amount of \$24,935.00 and \$4,185.80 for bills paid. **Pavleck moved and Briggs seconded to approve the financial reports and claims as listed in the amounts of \$24,325.45, Terminal Project Phase II bills in the amount of \$504,332.43, Runway Phase II bills in the amount of \$24,935.00 and \$4,185.80 for bills paid. Motion carried unanimously.**

Engineers' report

A. 1. Terminal Update Phase I – Trudeau stated they are finishing up the last few items on the punchlist and referenced the sound bar in the holding area is working well. Trudeau noted they are still working on the ad screens and Oster will be removing the signage letters to send to Signation for repolishing. Trudeau stated the window blinds for Delta have been ordered and Logan Teleflex will be doing a final in-service on the baggage equipment. Trudeau referenced Brokaw's concern of scrubbing the floors and the sediment coming up when doing so, adding an annual sealant needs to be completed on the floors.

B. 1. Terminal Update Phase I – Oster reported the roof is done, all walls are framed and the electrician has begun. Discussion on the administration space. Trudeau handed out an updated change order log for Phase II and explained the details referencing three new change orders needing approval. **Pavleck moved and Briggs seconded to approve field order #26 in the amount of \$13,877.71, #27 in the amount of \$1,433.49, and #28 in the amount of \$1,904.60. Motion carried unanimously.** Trudeau stated he will submit the change orders to Tracy Schmidt once they are signed. Oster noted the outside concrete has been completed. Briggs stated there is some leaking off the front edge above the door, by the man door on the secure side. Oster responded he would take a look at it.

C. Runway and Taxiway Reconstruction Phase I (north end) – McMahan explained the memorandum he handed out referencing continued dialog with SkyWest on the landing distance. Discussion on the runway length and conversations with Delta. Nowicki referenced the overall impact on Delta and McMahan added they are trying to minimize their risk as much as possible and still don't know if the FAA will support the flight check. Pavleck questioned if the additional length would be a local cost. McMahan responded yes it would be, however there are still ongoing discussions. Additional discussion on the runway length, PAPI and Flight Check.

D. 1. Runway and Taxiway Reconstruction Phase II - Weather Balloon Facility Relocation – McMahan stated they are anticipating a June 2019 bidding with construction in 2020. McMahan referenced the Weather Balloon launch move, ALP updates and the environmental assessment that needs to be completed. Nowicki explained more detail of the FAA requirements when acquiring over 3 acres, referencing the contract with SEH to do the EA at a cost of \$85,500 which will be part of the grant at 95% FAA, 2.5% MnDOT and 2.5%

local share. **Pavleck moved and Briggs seconded to approve the contract with SEH to complete the Environmental Assessment at \$85,500. Motion carried unanimously.** Nowicki explained the acquisition process, noting it takes about 6-8 months and explained in further detail. Pavleck questioned getting a purchase agreement with the land owner. Discussion on the steps of the process and where to start and the potential risks. Anderson questioned Nowicki if she would recommend engaging ProSource to assist in the acquisition process. Nowicki responded she does recommend it and will see if Jason Alt would come up to the next Commission meeting to explain the process. Discussion on the amount of property to purchase and what is FAA eligible. Nowicki explained that ProSource would represent the Airport Commission but will also act in the best interest of the seller as well, adding she will invite Alt to the January meeting.

E. FAA Supplemental Funding Notification to FAA – McMahon stated they haven't heard any word on the FAA Supplemental Funding as of yet.

Old Business

A. Conference Room Table and Chairs – Hasbargen referenced the quotes she received for a conference room table and chairs and explained the detail of each, noting a custom white oak conference table from Wood Interiors estimate is \$5,982 and 2 side tables to match at a cost of \$670 each. Hasbargen explained the cost for the different types of chairs from Menards. Discussion on the chairs. Anderson recommended the black leather mid-back chair from Menards for \$184 each. **McBride moved and Briggs seconded to approve the estimate for (1) conference room table from Wood Interiors in the amount of \$5,982, (2) matching side tables from Wood Interiors at \$670 each, (12) Flash Furniture Black Leather Office Chairs from Menards at \$185 each, and (10) Flash Furniture Leather Reception Chairs from Menards at \$105 each, Motion carried unanimously.**

New Business

None

Manager's report

Einarson referenced the auction sale of tractor parts that sold for \$7,600, noting the auction was done through an online auction called Steph's Auctions out of North Dakota, which charged 7% for the listing. Einarson stated they started their annual fire testing yesterday.

Secretary's report

Hasbargen referred to the enplanement record in the packets and noted another small increase over last year. Hasbargen stated she was contacted by Roxanne with CKRD and CFOB wondering if the Commission would like to run another 6 months of advertisements for 2019, noting the 6 months can be broken up again like last year of January, February, March and October, November, December, adding the cost would be \$5,980 for the 6 months on both stations. **Pavleck moved and Briggs seconded to approve a 6-month radio advertisement contract with CKRD and CFOB in the amount of \$5,980. Motion carried unanimously.**

Reports from Members

McBride questioned the Nashville flight from Duluth of \$1,059 per seat. Anderson responded that was correct, adding \$60 of the ticket price goes towards paying back the Monaco Foundation who put up \$9,000 for the flight. Einarson questioned the sale of DGS. Briggs explained the change in employee's flight benefits. Anderson noted today is Briggs' last Commission meeting and thanked him for his service on the commission.

Public Comment

None

Adjourn, next meetings

Meeting was adjourned by the chair at 9:54a.m. The next regular monthly meetings of the commission will be January 23rd, 2019 at 8am in the County Board Room.