

**International Falls – Koochiching County Airport Commission**  
**February 26, 2018 at 8:00am**  
**County Board Room**

**Call to Order** – The regular monthly meeting of the International Falls-Koochiching County Airport Commission was called or order at 8: 10am by Chairman Robert Anderson.

Members present: Bob Anderson, Paul Nevanen, Wade Pavleck, Ron Norby (Alternate for Brian McBride)

Members absent: Brian McBride, Brian Briggs

Others present: Kyra Hasbargen, Thor Einarson, Bonita Crow via conference call, Kaci Nowicki, Shawn McMahan, Bob Cohrs via conference call, Bill Mio, Dan McCarthy, Darci Sullivan (KCC-TV), Steve Trudeau, Ken Anderson, Carol Pavleck, JoAnn Smith

**Public Comment** – Mio stated that he was absent for the last meeting, but watched it on KCC-TV and was concerned that there were comments about the runway length. He does not believe that if the runway is shorter than 7400' that the airport will die. He referenced many other airports that have a runway length of 7000' or less. Mio asked if there was any analysis on performance and weight of planes similar to the CRJ200 and 700. Anderson explained that the runway was expanded to 7400' in 2006 and that zoning allowed the likelihood of any additional costs to the taxpayers to be unlikely. Even with funds from the FAA, it would not cover the cost, therefore they will have to get discretionary funds from the federal government. If the runway was shortened, they would have relocate navigation aids and it would end up costing just as much.

**Approve regular meeting minutes of January 24, 2018 – Motion by Pavleck and second by Nevanen to approve the meeting minutes of January 24, 2018. Motion carried unanimously.**

**Financial statement for February 26, 2018** – The commission reviewed the list of payable claims and account summary documents as prepared by Hasbargen. Anderson explained the bill for the Terminal Project totaling \$20,166.68 and regular monthly bills in the amount of \$76,296.88 and paid bills of \$4487.21. **Nevanen moved and Pavleck seconded to approve the financial reports and claims as listed in the amounts of \$20,166.68 for terminal claims, \$76,296.88 for regular claims, and \$4487.21 for bills paid.** Nevanen questioned the bill from Dan & Rhonda Spots. Anderson explained that this was for the Christmas decorations they put up at the airport. **Motion carried unanimously.**

**Engineers' Report**

- A. **Terminal Update Phase I** – Trudeau explained that they were working through the finalizing of Phase I. They had 2 more change orders that should be finalized by the end of the week. Then Trudeau is working with Tracy Schmitt on the change orders of both phase I and II. Anderson asked Cohrs about winter conditions being an FAA eligible items. Cohrs responded that if the winter condition items were under the contractors, not the contractor manager then they would be eligible. Trudeau stated that he is talking with Tracy from the FAA about winter conditions. Anderson stated that phase I was started later than desired, which led to issues getting the building up as fast as they wanted to. Trudeau explained it was best if they started construction in May, but if they were to start later they cannot let the frost inhibit the construction. Anderson stated that any project in Minnesota will run into winter conditions and

they are trying to impress this on the FAA that this is the best way to manage winter conditions. Trudeau added that moving snow, heating buildings and education about their situation to the FAA is key. Discussion around issues to date. A follow was asked by Anderson about the toilets. Trudeau said that he was working with Ted and would most likely get Shannon's Inc. involved since they are the contractor on phase II and this is not a large dollar item. A current issue that they are having is the carpet in the terminal. It is curling at the edges near the wall. He is working with MCI to get the pieces of block carpet to stick better. Norby questioned that due to the project size do they hold back 5% of the funds. Trudeau explained that they follow the Minnesota law and yes can do 5%. The law allows for 1.5 times the value is able to be held. Norby questioned Einarson questioned Hasbargen about outside signage. Einarson will talk to Rick Oster to take care of signage and installation. Trudeau stated that they are close to making the decision to close out phase I. Cohrs stated that the bond requirements are being submitted and they need to get a contractor under phase II under contract, contingent on bond funds. By March 9<sup>th</sup> they should have contractor bonds, and compliance forms. Trudeau stated that they are currently talking to contractors to prepare for the project start. They have sent one temporary trailer to the site based on federal recommendation. There will be 2 other trailers for TSA and customs. Kyra added that they would be collecting rent on a temporary basis. She is working with the lease specialist. Discussion on rent rates and utilities.

- B. **Master Plan Update:** Nowicki gave a presentation evaluating runway needs, phasing and pre-planning, length and width justification and cost of the runway, reconstruction options for the runway and material options. She stated that SkyWest requires a length of 6700' and width of 100' to operate out of the airport with scheduled flights. A cost comparison was done on reconstructing the existing runway, reconstructing the existing length, but only 100' wide, or reconstructing the existing width, but shortening the runway to 6700'. It was found that reconstructing the existing runway was the most cost effective and least environmentally damaging. If they decided to reduce the length they would have to move federal equipment, which is very costly to relocate. An apron analysis was also conducted and shows that the existing apron does not provide sufficient spacing according to FAA guidelines. Anderson questioned what size aircraft was used in modeling the apron. Nowicki explained that all aircraft coming into the airport were included along with some larger models. Einarson stated that they have had meetings with the FAA and they seem to be willing to work with the airport on this. He would like to give credit to the SEH team in utilizing the area. Anderson asked if Minnesota bonding would allow for more space. McMahan stated yes, that they were having initial discussion about this. Another item is obstructions. Most are due to high tree stands, which are on airport property. The schedule for clearing the obstructions would be finalizing the removal limits, completing the environmental determination was part of the 2018 Final Design for Runway Reconstruction, phase I, give the final design and bid in 2019, and tree removal would occur in the winter of 2019-2020. McMahn presented on the existing runway conditions. 20 years is the useful window for pavement and the current runway is at 40 years. The south 900' will not need to be completed until phase III, since it is a newer section. They may consider including taxiway A into the project since in phase II the entire airport will be closed. Pavleck asked what the timeframe would be for the closure of the airport. McMahn said that it depended on many factors, but most likely 60-90 days, which will have a considerable impact on

the airport. They are exploring a temporary runway with FAA. Pavleck questioned the time of year the construction will take place. Einarson stated that the initial start was planned for late summer, early fall, but with the road limits they are thinking early spring, possibly May. They would also like to consider doing 24 hour construction as a possibility. McMahn stated that they were going to have a meeting with FAA on the possibilities. Anderson asked if they could expand the North and South end phases. Could they do more on each end to cut down on the length of time it would take to do the center section? McMahn explained that they could, but it would be costly and harder to manage because FAA requires a 1000' safety area that is level ground and has no construction on it. Nowicki added that there may be periods of time that the airport will not be open to SkyWest in phases I and III also. McMahn said they have also looked at dividing the runway into only 2 phases of 2200' for 2 short seasons of impacts, but they do not want to affect enplanements because it impacts entitlement money. They will need to project enplanement loss during the construction. Einarson added that they also looked at doing the entire runway at one time and shutting down for a certain period of time, but there is an issue with the funding by doing it this way. Anderson stated that by not doing some extra, it would not have a huge impact on the timing. McMahn added that FAA would like to spread the funding out. Pavleck expressed his concern if the airport was closed that people would find other modes to travel. This would be bad news especially since enplanements are going up. Norby added that if people have to go elsewhere then they may not come back to the INL airport. Einarson said that he has been talking to businesses and giving them a heads up on the planning of the reconstruction. There will be a flight change from May 3-June 2<sup>nd</sup> in that the afternoon flight will be one hour later. McMahn presented on the pavement material. Bituminous versus concrete. After completing a Life Cycle Cost Analysis based on 20 years there is negligible difference between the 2 materials. Discussion followed on other factors in materials. The next steps are to gather input from the commission, determine feasibility of implementation, and finalize the design, budget and schedule. Nowicki explained that public outreach to users of the airport will be key and letting them know what to expect. They can learn from the people that use the airport how to minimize the impact and work around customers. They are going to look at trends and gather information partly by having an information booth in the airport, with a theme of renewed/revitalization to INL. It will stress the benefit to the community in the long run. There will also be a survey on what customers plan to do while the airport is closed, which can be used in target marketing to bring customers back or more customers to INL. There will also be an email list that customers can join to get updates on the project. The informational booth will also explain the funding sources used for the project. They are continuing to work with Einarson to do business outreach and inform small aircraft users. Toward the end of the project they plan to have an open house. Norby expressed his concern for the car rental business when the airport shut down. Anderson suggested that they survey 3 contractors and ask the advantages and disadvantages of doing 24 hour construction, long hours, weekends, etc. McMahn said that they would get feedback from larger companies on the tradeoffs of cost vs. time. Anderson questioned the timing of phase I of the runway reconstruction. McMahn explained that the design will be done in 2018 and bids in 2019, so the earliest they could start would be early 2019, but with an uncertain schedule. If they started in the spring of 2020 they would be able to specify specific dates, so there was value in waiting until 2020 to start. Einarson added that it would also be critical to look at hours of light in each day for work.

McMahn said that road restrictions will also have an effect on when work can start. Nowicki noted that there are several meetings coming up. The next meeting will be more detailed. They will also have an SRM (Safety Risk Management Panel) for all stakeholder to meet and discuss the project. They will also talk about safety during the construction. The FAA will have a panel of people and want to have this in May, near the commission meeting so they can attend. Anderson suggested May 23<sup>rd</sup> as a possible date. The Airport Commission could meet at 8am and the FAA later that day or vice versa. Nowicki will pass on that date to the FAA. After the SRM panel, there will be an environmental review and then in April they will be initiating the consultant selection process.

#### **Old Business – None**

#### **New Business**

- A. ***Approval of Attendance at the MCOA Conference: Motion by Pavleck and second by Nevanen to approve the Chairman Bob Anderson to attend the MCOA Conference at the DECC in Duluth April 18-20<sup>th</sup>. Motion carries unanimously.***
- B. ***TSA/GSA lease agreement:*** Anderson gave a background that they are currently paying \$46/sq ft, and then in June would be paying \$47/sq ft. For 448 sq ft they are paying \$1832, which was moved do \$1710 during the reconstruction. There was a thought on charging some for utilities of the extra space they requested. Do we have to apply rent to the trailer they are using? Hasbargen explained that they would use the typical rent and lease program for them. Anderson made a suggestion of rent for \$1750. ***A motion by Nevanen and a second by Pavleck to rent out a space including the car rental area for a breakroom to TSA during the reconstruction project absent amenities. Motion carried unanimously. Rate of \$1750 is approved.*** Anderson stated that the move would happen in February or March of 2019 and based on \$18.52/sq ft. Hasbargen added that there is a 3% increase each year. Anderson advised that the rate for TSA in the new terminal be \$1850 and the rates continue to be based on the current equation. ***Motion by Pavleck, second by Nevanen for the rate to be \$1850 for TSA in the new terminal and rates continue to be based on the current equation. Motion is carried unanimously.***

#### **Manager's Report**

Einarson stated that Julie Carr from MNDOT contacted him about scheduling to a presentation at a future date. He is working with Bonita on a runway broom. The electrical engineers are providing him with changes that will be made to the system to keep everything running in phase II. Snow equipment is working well. Anderson questioned about a visitor at the airport this weekend. Einarson explained that they received a global jet from South Korea, most likely from the Olympics. They used INL instead of another airport because they have customs available on the weekend. He stated that he is seeing more long distance traffic fueling on both inbound and outbound trips at the airport.

#### **Secretary's Report**

Hasbargen explained that enplanements are up again and they continue to track them. She will be receiving data from SunCounty for February soon. Advertising is going well. All of the Minnesota March trips are booked with SunCountry. Anderson said that they are currently working on getting a Nashville flight. Hasbargen noted that all the advertisement screen at the airport were updated and they were working on getting the screens on different intervals throughout the airport. There were some sun screen issues in the bagged area with light coming in since there are not any window blinds. Einarson stated that they are looking at getting blinds for the glass separating the baggage and secure areas. Hasbargen brought up the issue of businesses that advertised using boards in the old building wanted them back, but they were lost during construction. She suggested that they compensate the businesses with their first year of ads free. Anderson said that they are currently charging \$200 for the first year. He stated that they would handle the issue that way. Hasbargen asked the commission if they wanted to sponsor the MN Twins for \$375 on KSDM 104.1. It is in the budget and the message can be changed whenever needed. **Motion by Pavleck and second by Nevanen to advertise during the MN Twins games for \$375. Motion passed unanimously.**

Hasbargen explained that there was a potential customer that was interested in a hanger, but would like to have water and sewer hooked to it. Are there plans for developing lots on the north side? McMahn stated that FAA would require a building area analysis and there are wetlands there. Anderson questioned if the sewer was for the new or present area. Hasbargen said it was for the present area. Anderson stated there was already water and sewer to the CWT facility. If they were going to do this it would have to be in the budget. Pavleck suggested that they could extend the main line and have that cost, but each person would be responsible for hooking up their own hanger. They may even contribute toward the cost of the main line. Anderson stated that they would have to get an estimate on doing the project. McMahn said that he could talk to Joe Sutherland and follow up. Nevanen suggested surveying existing owners to determine the interest. Hasbargen is going to send out a survey to the existing customers. Hasbargen will have the SunCountry survey information for the next meeting. She got a good response from individuals to the online Facebook survey. Nevanen commended Hasbargen on her social media efforts. The first response to the survey was within a couple minutes. The responses allowed for Hasbargen to see where the people responding lived, what their email addresses were, along with other information. They are able to compile a list of people and could send future information to. Hasbargen said that this would be her last meeting until June and she would have limited email access the first few weeks, but will be available by phone. Pavleck complimented Hasbargen on her work.

### **Reports from Members**

Pavleck stated that air is the safest way to travel. He feels the Airport Commission is doing lots of projects and putting money into the local economy. He was both impressed and surprised to see the enplanement numbers. Nevanen suggested that it may be timely to talk to SkyWest about adding a flight for the summer. Anderson agreed. Einarson will call and discuss. Anderson stated that during the May 2-June 3<sup>rd</sup> timeframe might be a good time to add a flight. Anderson also presented a letter from the City of Prescott about pilot flight time for training requirements. Einarson gave some background on the issue stating that there is an industry shortage of pilots so they are stressing changing the 1500 hour requirement. Anderson asked McMahan his thoughts if this was a reasonable request. McMahan responded saying that his suggestion would be to make sure training hours are qualitative instead of quantitative, where the hours are less, but the pilot still meets

specified requirements. The end product is important. Einarson commented that this action was a knee jerk reaction. **Motion by Pavleck to send a letter to congress asking them to review the 1500 hour pilot training requirement, second by Nevanen. Motion passed unanimously.**

***The next meeting will be March 28<sup>th</sup> at 8am in the County Board Room.***

***Meeting adjourned at 11:19am.***