

**International Falls-Koochiching County Airport Commission**  
**January 24, 2018 at 1:00pm**  
**City Council Chambers**

**Call to order** - The regular monthly meeting of the International Falls-Koochiching County Airport Commission was called to order at 8:13 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, Laura Manka, Benita Crow, Kaci Nowicki, Shawn McMahon, Bob DeGross (VNP), Cheyanne Farmer (KCC-TV) and Bob Cohrs and via conference call.

**Public Comment** – None

**Approve regular meeting minutes of December 20, 2017 – McBride moved and Briggs seconded to approve the meeting minutes of December 20, 2017. Motion carried unanimously.**

**Financial statement for January 24, 2018** - 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 \$89,749.57 and regular monthly bills in the amount of \$120,822.82 and paid bills of \$27,659.58. Nevanen questioned the MacQueen bill and if there is anything still being held back. Einarson responded everything should be caught up for what is currently owed, noting the bill is for things other than the blower. **Pavleck moved and Nevanen seconded to approve the financial reports and claims as listed in the amounts of \$89,749.57 for terminal claims, \$120,822.82 for regular claims and \$27,659.58 for bills paid. Motion carried unanimously.**

**Bob DeGross – Voyageurs National Park**

Bob DeGross, VNP Superintendent, spoke about the parks interest in installing area related images and an exhibit in the new Airport Terminal, noting he would like to tour the new terminal today to get a better visual of areas available. DeGross stated they would like to highlight the Park and the beauty of the area and gateway areas, adding there is not set funding as of yet, but is looking at options. DeGross added they would rotate the artwork/photography seasonally and also highlight things to do in the community, as he explained Heart of the Continent and Destination Voyageurs group initiative. Anderson stated the Commission hasn't budgeted any funds yet for artwork at the terminal, but has seen what other airports in the area display. Pavleck stated the need to be sensitive to other areas in the County as they also pay for the airport. DeGross stated the first step is to identify the space and then look at funding options, as he referenced the Jackson Hole, Wyoming airport and how they have exhibits and artwork displayed. Nevanen stated the timing is good, noting there is a lot of white space in the terminal and a partnership to rotate the artwork is a good idea, adding the Park does a good job with their exhibits. Anderson stated Hasbargen went to RRCC to view the photography display by Rich Holen, noting the need to have other photos such as the Big Falls Rapids, Ellsworth Rock Gardens on Lake Kabetogama, and other areas of the County, along with aerial photos. Discussion on the types of artwork that should be in the terminal. Anderson suggested DeGross put together a proposal and bring it back to the Commission for review. The Commission thanked DeGross for coming to the meeting.

**Engineers' report**

**A. Terminal Update Phase I** – Cohrs stated they are still working on the speaker system issue in the secure area. Cohrs noted, Nate is still working on the ad monitors to figure out the zones and how to split them, adding Kraus-Anderson is putting together a price for the oversized door for baggage in the secure area. Cohrs referenced the issue with the toilets not flushing properly, adding Kraus-Anderson suggested installing larger diaphragms to see if that would help, noting it should have been designed to B3 requirements and they are trying to verify if that is the case. Einarson stated there is a lot of water being wasted by the multiple flushes it is taking and recommended the larger diaphragm to fix the issue. Discussion on the flushing issue and the importance of it being fixed. Cohrs stated it will require a change order to be created, adding he is unsure if FAA will pay for the fix, noting it may be a local cost. Pavleck questioned looking for a reimbursement from

the company who did the installation etc., noting the toilets are brand new and should not be having issues such as this. Discussion on fixing all the toilets with a larger diaphragm. **Briggs moved and Pavleck seconded to approve a request of SEH and Kraus-Anderson to replace the current diaphragm's on the toilets with a larger one on all toilets in the terminal. Motion carried unanimously.** Cohrs referenced the jet bridge covers, noting they should have been sent to Thor. Einarson responded, he had received the covers and they are installed. Short discussion on the jet bridge and everything working properly now. Briggs stated the carpet seams when coming off the jet bridge are all frayed and the carpet tiles are lifting. Short discussion on the carpet issue. Cohrs stated he would have Kraus-Anderson take a look at it. Anderson questioned Phase II. Cohrs stated they are still looking at a construction start date of May 1<sup>st</sup>, 2018, adding there are a few loose ends with getting the Bonding funds that are being worked on. Cohrs questioned if Anderson has received any of the Committee Chair letters back that were sent out a few months ago. Anderson responded he thought one had been received but wasn't sure.

**B. Master Plan Update** – Crow referenced the presentation that will be given and explained the reason for the Planning Study and its requirements. Crow started the slides of the presentation, noting wetlands, obstructions and runway safety, along with the runway history going back to 1946. Short discussion on past project and the history of the airport. Anderson questioned if the taxiway would be included in the reconstruction project. Crow stated the goal is to go to the edge of the runway safety area, and continued with the presentation explaining the pavement condition index, geotechnical study and pavement core samples that were taken showing the samples on the slide and noting the deterioration of the pavement. Crow continued with explaining the electrical evaluation, airfield lighting, navigation aids and the runway safety area, noting what needs to be corrected, adding she will get into more detail at the February Commission meeting. Nowicki explained the wetland delineation and areas that could potentially be impacted, along with airspace obstructions and where some clearing would be needed. Anderson questioned the need of purchasing additional property. Nowicki responded she didn't feel anything was needed at this time as most of the clearing needed is in the airport rite of way. Discussion on the tree removal and grubbing. Nowicki explained what the FAA will pay for and wetland impacts, along with critical aircraft which are being utilized at the airport, noting the current design is at a CIII Standard and explained further. Discussion on the data from FAA. Nowicki explained the proposed future critical aircraft and potential for growth with changes in commercial service aircraft, noting the need to provide a list of potential things that could happen to FAA to help justify the classification. Nowicki went on to explain runway length requirements and the methods FAA uses to determine runway length, adding things will go through a cost analysis on the current runway length of 7400' to shorten to 6700' verses the cost of leaving the length. Nowicki explained runway and taxiway width needs. Discussion on the requirements and what exists, along with the concerns for decreasing the width and lengths. Crow mentioned the Commission has a very supportive ADO and they just need to be told the story and justify the reasoning for keeping the current length and width. Nowicki explained the direct apron to runway access and the taxiway that FAA would like to see removed, noting their reasoning for the removal. Short discussion on the taxiways. Nowicki explained the next steps and upcoming meetings with FAA. Discussion on the project timeline, the 5-year and 20-year plan and EAS contract lengths. Einarson spoke about concrete verses bituminous, along with plane breaking and safety, noting the solar effect of bituminous being a big benefit. Discussion on asphalt and concrete.

### **Old Business**

A. Outdoor Signage – Anderson showed the Commission a sample of the lettering for the outdoor signage on the terminal building. The commission agreed to approve the low quote with GreenTech Manufacturing for \$3,927.97 and then look to Kraus-Anderson for the installation. **Nevanen moved and McBride seconded to approve the lowest quote of \$3,927.97 with GreenTech Manufacturing for the lettering and logo on the outdoor signage of the terminal building, and refer to Kraus-Anderson to complete the installation. Motion carried unanimously.**

### **New Business**

Anderson referenced a letter from Indivisible International Falls regarding the televisions stations being aired at the new terminal. Einarson explained a few instances of the different issues with the tv's being on one channel or another and people's opinions. Commission agreed to leave the channels viewed on the tv's up to the Airport Manager.

### **Manager's report**

Einarson stated his belief is that the snow blower is now fixed and the billing should be good now, adding that a new broom should be put on the equipment list for next year. Crow stated she will look at some numbers on trade-in value on the grant and plug in the numbers. Einarson mentioned over the last 2-weeks there have been loud sounds, buildings shaking and could not discover the cause of it, but the thought was that it was something to do with the boiler as someone saw smoke coming from the terminal stacks. Einarson stated they had the boiler checked out and everything was good, adding he called the neighbors on the south end of the airport to question if they had experienced the same instances, and found that they had been exploding targets with tannerite which were the cause of the blasts. Discussion on the blasts, buildings, property acquisition and zoning.

### **Secretary's report**

Hasbargen referenced the enplanement record in the packet, noting enplanements were up again last month. Hasbargen stated she received notice of the Airport General Liability renewal that is approaching and questioned if the Commission would approve binding coverage at \$5,000,000 which is the same as last year, noting the cost went up about \$320 over last year for a total of \$6,724. **Nevanen moved and Pavleck seconded to approve the Airport General Liability Insurance renewal with Northern Reliable Insurance Agency at a cost of \$6,724. Motion carried unanimously.** Briggs questioned other quotes. Anderson stated there are very few insurance agencies that will cover airports. Hasbargen referenced the Airport website, noting she touched on it during budgeting time and would like the Commission's approval to move forward with updating the website. **Pavleck moved and Briggs seconded to approve updating the website with Big Fish Digital for a cost of roughly \$2,500. Motion carried unanimously.** Hasbargen stated she had the current ads running on the radio stations changed up to mention the charter flights to Laughlin, adding she also reached out to a few radio stations in the Warroad/Roseau area as the local stations do not reach some of the areas to the west, adding there is a large audience that is not being captured. Hasbargen referenced the two quotes in the packets, one for KKWQ-FM in Warroad and one for Wild102 in Roseau. Discussion on the two quotes and coverage areas. **McBride moved and Briggs seconded to approve 50 radio spots for \$400 with Wild102 and \$450 with WKKQ. Motion carried unanimously.** Hasbargen stated she had talked with a couple Commission members about doing a survey on the charter flights to gather information such as how they heard about the flights, if it was their first trip and if there were other destinations they would like to go to. Discussion on the survey. Commission agreed a survey would be good.

### **Reports from Members**

Briggs stated there have been people questioning where the enplanement numbers come from and he received permission from SkyWest to view and share the numbers with Hasbargen who compared the reports and are actual numbers, noting there were 165 customers on the Sun Country charter recently, adding TSA is the biggest hang up in getting all the bags through. Discussion on the flight schedule. Anderson referenced his LASAC meeting notes, and noted every airport is up in enplanements. Anderson noted a Small Cities grant that Duluth recently received and stated INL should look at applying for the grant also. Anderson referenced a potential charter flight to Nashville August 12-15<sup>th</sup>, 2018 that is in the works and is awaiting additional information, adding the flight will need to be filled by May. Discussion on the potential flight and ways of marketing for the flight.

### **Adjourn, next meetings**

Meeting was adjourned by the chair at 11:34a.m. The next regular monthly meeting of the commission will be Monday, February 19, 2018 at 1:00p.m in the Koochiching County Boardroom. (Meeting changed to Monday, February 26<sup>th</sup> at 8:00am due to February 19<sup>th</sup> being a Federal Holiday)