

International Falls-Koochiching County Airport Commission
July 25th, 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 8:0 a.m. by Chairman Robert Anderson.

Members present: Bob Anderson, Paul Nevanen, Brian McBride, Brian Briggs and Ron Norby (Alternate)

Members absent: Wade Pavleck

Others present: Kyra Hasbargen, Thor Einarson, Laura Manka, Benita Crow, Kaci Nowicki, Shawn McMahon, Darci Sullivan (KCC-TV), Steve Trudeau, Rick Oster, Dan McCarthy, Joe Black, John Boreson

Public Comment – None

Approve regular meeting minutes of June 20, 2018 – Briggs moved and Nevanen seconded to approve the meeting minutes of June 20, 2018. Motion carried unanimously.

Approve FAA/MnDOT CIP meeting minutes of June 20, 2018 – McBride moved and Nevanen seconded to approve the FAA/MnDOT CI meeting minutes of June 20, 2018. Motion carried unanimously.

Financial statement for July 25th, 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 \$144,693.26, Terminal Project Phase II bills in the amount of \$39,678.10 and \$10,570.23 for bills paid. McBride questioned the MacQueen bill. Einarson explained the original bill was for \$50,000 and they cut the bill in half for a variety of items from this past winter. McBride questioned the Range Cornice bill. Trudeau explained they are starting to bill the performance bonds at this point. **Briggs moved and Nevanen seconded to approve the financial reports and claims as listed in the amounts of \$144,693.26, Terminal Project Phase II bills in the amount of \$39,678.10 and \$10,570.23 for bills paid. Motion carried unanimously.**

Engineers' report

A. 1. Terminal Update Phase I – Trudeau gave an update on punchlist items and noted John Barowitz is working on getting the Jet Bridge fixed in the next 2-3 weeks and explained the issue further. Briggs stated he hopes it lasts 2-3 weeks as it is in bad condition currently and appears one side is lifting and twisting the frame. Short discussion on the movement tolerance for the Jet Bridge. Trudeau referenced the rook leak and stated they did a roof test which didn't show any leaks. Einarson stated his belief is the snow buildup. Discussion on the roof and keeping the retainage until the issue is 100% resolved. Oster referenced the AC and issues that were had yesterday. Discussion on the AC unit and getting it fixed, along with the B3 system. Trudeau mentioned the chairs were shipped, however they shipped less than what is needed and they are waiting to come install them all at once, adding his hope is they will be installed this week. Additional discussion on the roof leak. Trudeau stated Bowman's is waiting for material to fix the asphalt and hope to have it completed in August. Trudeau stated he is working with Justin Shipley to fix the microphone issue and will be checking with Holly at SkyWest today to confirm everything is working good, adding they are still working on the digital signage and Carousel pricing for adding the additional zones. Trudeau reported the carpet is done and they are looking to add a rubber base in some areas, and he also talked to Signation regarding the outdoor signage that is stained, adding they aren't sure why it happened but think if it's replaced it'll do the same thing so are looking at options to replace it with. Discussion on the type of stainless and possibility of asking GreenTech what they used and if could do the replacement. Trudeau mentioned there is a sun glare that is affecting the scanners and believe it to be a seasonal issue but are looking into pricing for window blinds.

A. 2. Terminal Update Phase II– Trudeau reported they are continuing coordination to vacate all lines in the old terminal, adding the VOR lines are now transferred. Einarson thanked Oster for all his help with all the lines to the VOR and explained more details. Trudeau stated they are getting close, but everything needs to be

done before they can begin tearing down the building and pouring the footings. Oster stated the hope is to begin demolition the week of August 6th, noting they are installing parts in the vault and removing items from the old terminal to scrap, adding the gas line still has not been removed and asked if it could be called on. Hasbargen will look into it. Trudeau explained the next steps and stated the precast wall panels are scheduled to be here on August 26th. Additional discussion on the jet bridge and its issues and safety concerns. Oster noted the updates to the backup generator have been completed. Short discussion on the updates and reason for their need.

B. 1. Triggering Event Master Plan Update – Nowicki explained the ALP submittal, adding they are waiting to submit the TEMP until after the SRM Meeting on July 26th.

C. Runway Reconstruction Project – 1. – Phase I - McMahan stated they have made plans available for bidders and have uploaded the plans to their website for review. McMahan added there has been lots of interest and a bid opening for the Runway Reconstruction Project has been set for 2:00pm on August 9th at the City Council Chambers, adding the engineers estimate is slightly higher than initially thought at \$3.7million. Anderson questioned if bidding is this fall then construction in 2019. McMahan replied that is correct and they have given the contractor a flexible time frame to have the work completed between June 1st and August 30th, adding there will not be a break in commercial air service and will not have an impact to flights. McMahan handed out a Project Proposal Summary for the SRM and explained it in detail of the construction time period and the phasing. Short discussion on the construction period. McMahan explained Phase 1B and the section of work, noting the contractors for each phase may differ. Norby questioned if the weather balloon station is included in this phase. McMahan replied it will be included in Phase II of the project. Discussion on SkyWest and reducing the weight of the aircraft and concerns there may be, along with paint markings and closures. Anderson noted a Special Airport Commission meeting on August 10th at 8am to approve bids. Nowicki explained the need for an amendment to the design contract, noting FAA changes to AGIS Survey and explained the reasoning and process, adding Tracy Schmidt wants this to be an entitlement grant instead of a discretionary grant. McMahan explained Amendment 1 decreases the contract by \$12,300 to remove the AGIS Survey and then Amendment 2 is to add in the aerial survey with a cost of \$94,900. Nowicki explained by doing it this way, it will benefit in the future. **McBride moved and Nevanen seconded to approve Amendment 1 that decreases the contract by \$12,300 for removal of the AGIS Survey and Amendment 2 adding in the aerial survey with a cost of \$94,900. Motion carried unanimously.**

C. 3. – SRM Meeting – McMahan explained the SRM meeting breakdown and reasoning adding, Anderson and Einarson will also be attending tomorrow's meeting at 9:00am. Nevanen questioned if widening the taxiway will need to be removed after construction of the runway is completed. McMahan explained the plan to keep the extra 5 feet.

C. 4. Funding (Supplemental Appropriation) – McMahan stated there are no major updates, however the FAA is very supportive and talked about the Supplemental Appropriation. Nowicki handed out a document of Frequently Asked Questions and explained the deadline to submit the project proposal summary. Nowicki referenced the Balloon Launch and explained the details of a call with NOAA. Discussion on the balloon launch options and if FAA would pay for any of it, as well as NOAA spec and location requirements. McMahan explained the grant schedules and Nowicki handed out a Public Involvement Plan and explained the process and schedule. Nevanen questioned giving an airport update before construction at a Chamber Lunch & Learn and questioned who is collecting the survey cards at the airport. Nowicki replied they are collecting and tracking information and will be putting together a memo survey to share at next month's meeting. Discussion on the project open house and meeting dates. The Commission decided to hold the Public Information Meeting at 6:30pm on September 25th at the County Boardroom, and the Chamber Lunch & Learn on September 26th at 12:00pm for an Airport Update. Short discussion on the Public Engagement Plan and a few edits that are needed.

New Business

A. Administrative Assistant Performance Review – Nevanen stated he felt it was timely to do an Administrative Assistant Performance Review to coincide with KEDA’s performance review. Short discussion on a review and taking a look at the current salary to have available for the August meeting.

B. Draft 2019 Budget – Hasbargen explained the layout change being an easier way to enter and track through QuickBooks. Anderson went through each line item and discussion was had on each. Einarson mentioned the Security portion and the new proposed TSA process of vetting airport employees every 24 hours and explained more details. Short discussion on the proposed requirements, TSA screening and their current requirements. Discussion on the Capital Expenditures and splitting it out to show the proposed budgets for 2020 and 2021 of the Pavement Reconstruction Project to give the City and County an extra heads up.

C. Approval for Purchase of Baggage Cart – Anderson explained the need for a baggage cart in the terminal to have available for passengers to carry luggage to the loading/unloading area and referred to the quotes in the packets. Quote one from Global Industries in the amount of \$580.32 and the second quote from ULINE in the amount of \$693.02. **McBride moved and Nevanen seconded to approve the quote from Global Industries in the amount of \$580.32 for a luggage cart. Motion carried unanimously.**

D. Approval for Signage of Designated Loading/Unloading Area in front of the Terminal – Anderson referenced the need for signage in the loading and unloading area of the airport terminal. **Nevanen moved and Briggs seconded to approve signage designating a loading/unloading area in front of the airport terminal. Motion carried unanimously.**

Old Business

None

Manager’s report

Einarson stated most of his report was covered in the meeting, noting his appreciation to the Elks Club for the usage of their chairs until the new chairs arrive for the terminal. Anderson questioned sending a letter of Thanks to the Elks Club. The Commission agreed in sending a letter of appreciation. Einarson mentioned they will hold a fire and rescue training exercise on August 14th at 6:00pm as part of the Part 139 and TSA requirements of having the full training every three years.

Secretary’s report

Hasbargen referred to the enplanement record in the packets and noted the increase over last year again. Hasbargen referenced the Vival contract for digital marketing and print in the Frontier phone book and explained the cost, noting there are funds set aside in the budget for this contract. Hasbargen noted the increase to digital and a decrease to the print cost and explained. **Motion by Nevanen to approve the contract with Vival for digital and print advertisement in the amount of \$251.15 per month, second by Briggs. Motion carried unanimously.** Hasbargen noted she was contacted by KGHS/KSDM regarding sponsorship of the Bass Tournament and MN Vikings and explained each. **Motion by Briggs to approve the Bass Tournament at a cost of \$275 and MN Vikings sponsorship at \$224 per month, second by Nevanen. Motion carried unanimously.** Hasbargen stated she was contacted by John Boreson of Fire & Ice Cab Service and he would like to have space in the airport for a kiosk, noting she let him know there is currently no space available but has put him on a waiting list. Anderson questioned if there is designated space in the parking area for cab service. Joe Black with City Cab stated there is designated space in the parking lot however due to construction, the spaces are not signed. Einarson recommended the completion of Phase II first before signage is put in place. Discussion on parking in the general parking lot. Anderson recommended informing Mr. Boreson that he is to park in the general parking lot due to not having a contract with the Airport. Discussion on cab service and advertising. The Commission recommended the Chairman send a letter to Mr. Boreson to advertise on his own, to not solicit passengers in the airport terminal and to park in the general parking lot. Short discussion on passengers and dropping off and picking up in Canada. Hasbargen questioned with the new terminal, having attorney Steve Shermoen review all leases/contracts to

ensure everything is up to date and if he may have any changes or cost increase recommendations. The Commission agreed the leases and contracts should be reviewed and asked to have them brought back before the Commission if there are any changes. Hasbargen noted she met with representatives from the National Park Service in regards to artwork displays in the new terminal and explained a few of the potential ideas. Anderson noted Rick Holen had artwork displayed at RRCC and gave a few pieces to Einarson for placement in the terminal, and questioned getting some brass plaques for the displays of who they were donated by. **Motion by McBride to authorize the Secretary to spend up to \$200 for artwork and hanging displays in the terminal, second by Briggs. Motion carried unanimously.** Anderson referenced a photo of the new plaque that is hanging in the new terminal of all who were involved in the Terminal project.

Reports from Members

McBride stated he recently spoke with someone who flies often and expressed her experience with flying from INL as being great. Short discussion on the Nashville Charter flight. Briggs mentioned the welcome sign that was in the old terminal has been put up in the new terminal and has heard several good comments about it. Briggs also noted a TSA inspector here and Border Patrol did a sweep with their K9 recently. Briggs referenced the recent flight schedule changes, adding a conversation with the Delta Regional Manager and SkyWest and SkyWest was told to stop messing with schedule times and explained in more detail of an incident that happened last week and passengers needing a place to stay because their flight was cancelled out of INL. Discussion on SkyWest and EAS Proposal that is due by August 28th. Nevanen thanked the team and Einarson for trying to accommodate pilots when there are no rooms available, referencing the extreme shortage of hotel rooms. Short discussion on the 30 passengers who were recently shuttled to the La Place Rendez-Vous in Fort Frances, due to no vacancy in International Falls or surrounding areas. Briggs stated the next SunCountry charter is scheduled for September 6th.

Public Comment

None

Adjourn, next meetings

Meeting was adjourned by the chair at 11:28a.m. The next regular monthly meetings of the commission will be August 26th, 2018 at 8am in the County Board Room. Board set the September regular monthly meeting for September 26th, 2018 at 8am and a Public Meeting at 6:30pm on September 25th, 2018