

# International Falls-Koochiching County Airport Commission

June 20<sup>th</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 8:03 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 McMahan, Darci Sullivan (KCC-TV), Steve Trudeau, Bill Mio, Ken Anderson

**Public Comment** – None

**Approve regular meeting minutes of May 23, 2018** – McBride moved and Briggs seconded to approve the meeting minutes of May 23, 2018. Motion carried unanimously.

**Financial statement for June 20<sup>th</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 \$55,650.73, Terminal Project Phase II bills in the amount of \$23,824.00 and \$6,088.31 for bills paid.

**McBride moved and Nevanen seconded to approve the financial reports and claims as listed in the amounts of \$55,650.73 for regular claims, Terminal Project Phase II unpaid bills in the amount of \$23,824.00 and \$6,088.31 for bills paid. Motion carried unanimously.**

## Engineers' report

**A. Terminal Update Phase I** – Trudeau reported they are continuing to whittle down the punch list items for Phase I, however there are a few new things that are popping up and referenced a loose wire on the AC unit. Trudeau added the carpet tiles will be replaced and MCI is looking at a time where they can come and complete the work. Discussion on the replacement of the carpet tiles and what areas are being replaced. Trudeau mentioned Ameribridge was here last week and did most of the warranty items, noting they added heat tape to the rotunda to hopefully help with the ice issue, however he is not confident it will fix the problem. Einarson added the jet bridge needs a design make over. Short discussion on potential solutions. Trudeau recommended holding off on payment to Ameribridge until the issues are resolved and referenced Bowman's will be fixing the parking lot and are awaiting a warm day to complete the job. Trudeau stated Range Cornice was here to look at the roof leak and found one area on the high peak that had some loose silicone and was fixed, adding they think the chimney stack is a possible area for the leak and they will continue to research and fix the problem and will also look at the snow melting system. Discussion on the roof leak and the high winds playing a factor. Trudeau continued giving an update on the chair bases, digital signage, speaker system in secure area, and outdoor signage, adding there will be an 11 month walk through in August prior to the 1-year warranty mark and discussion were had regarding those items.

**B. Terminal Update Phase II**– Trudeau reported Phase II has mobilized as of June 4<sup>th</sup> and referenced what has been completed so far with trailers, fencing and they are working on moving the electrical pieces, adding they are targeting an end of July timeframe for the teardown of the old terminal. Trudeau stated they tested the trailers on Monday and there was a small issue with the ASOS system which cause a delay to one of the flights, adding there are a few things that need still need to be worked on and will be talking to Duluth to ensure the issue doesn't happen again. Trudeau stated once the building is down, they will start the footings and are anticipating the same core downs for Phase II as there were for Phase I. Trudeau stated that due to the bid cycle and the original project start date, contracts need to be adjusted to set the start date back one month, which will then push the completion date one month later. Anderson stated the hold back was due to receiving the Bond funds and having to wait until they were received. Discussion on the ASOS system and communication between all parties at the airport needing to be in the loop whether it affects them or not. Additional discussion on tearing down the old terminal being the most cost effective.

**C. Pavement Maintenance Project** – Crow explained the bid opening for the Pavement Rehab Project and explained the project detail of crack seal and pavement repair, noting the low bid was in the amount of \$52,184 from Fahrner Asphalt, adding they have done good work in the past. **Motion by Pavleck to accept**

**the low bid from Fahrner Asphalt in the amount of \$52,184 for the pavement repair project, seconded by Nevanen. Motion carried unanimously.** Crow referenced the proposed engineering contract with SEH for the pavement repair project with includes engineering, construction and design, in the amount of \$31,300. Anderson noted the project is funded with entitlement funds at a 95% Federal, 2.5% State, and 2.5% local rate. **Motion by Nevanen to approve the engineering contract with SEH for the pavement repair project in the amount of \$31,300, seconded by Pavleck. Motion carried unanimously.**

**D. Triggering Event Master Plan Update** – McMahon stated they recently meet with FAA, MnDOT and the design team and reviewed the design for a 4-Phase Runway Reconstruction Project, referencing the North End of Runway 13/31 design for 2018 and bidding and construction taking place in 2019 as part of Phase I. McMahon talked about Taxiway A and the possibility of it being used as a temporary runway during the construction of Runway 13/31, noting the FAA’s support of using the taxiway in this way, which will help prevent SkyWest from shutting down. Discussion on the pavement that is to be removed from the taxiway, C130s utilizing the airport, FAA eligibility and the concerns and benefits of the project. McMahon stated the Taxiway A and the Apron Expansion (Phase II), adding FAA has indicated support for a grant issued in 2019 for both the design and construction, noting the construction could begin in Fall 2019 or in 2020. Anderson referenced the Safety Risk Management meeting on July 26<sup>th</sup> in Minneapolis being the final step to identifying any risks, adding Einarson will be attending with him. Einarson mentioned a meeting that was held last week with a NOAA representative regarding the movement of the RSA building 100 feet to the north. Nowicki explained the RSA building movement in more detail, adding there will be a meeting with NOAA and MnDOT at noon on June 29<sup>th</sup> to discuss things further. Anderson questioned when the move would take place. Nowicki responded it would need to be moved prior to the start of Phase III in roughly the summer of 2020. McMahon continued with explaining the phases with Phase I design in 2018, construction in 2019; Phase II design in 2019, construction in 2020; Phase III design in 2020, construction in 2021; and Phase IIII design in 2021, construction in 2022. Pavleck questioned if there would be an added cost to remove the lighting from the taxiway after being utilized as a temporary runway. McMahon replied the cost would be included and explained in more details. Anderson referenced the local share of \$800,000 for the project possibly needed in 2019, not including MnDOT and questioned how much MnDOT would contribute. Nowicki replied MnDOT typically has a \$200,000 cap on funding, adding it will be good to talk with Cassandra to see what MnDOT plans to do with the large pot of General Aviation Rural Airport Fund. Discussion on the need for hard figures to budget for. Short discussion on Runway 4/22, it’s condition and if it will need repairs anytime soon. McMahon referenced the 5-year CIP document and explained the projects listed. Discussion on the airport firetruck and when it will need replacement. McMahon explained the entitlement grant and costs of the Independent Fee Estimate (IFE). Anderson read the letter from Randy at Becher Hoppe, noting the recommended fee is between \$246,000 and \$301,000. McMahon stated SEH’s fee is \$269,000 and explained what is included in the design and bidding, adding they have set a projected bid opening for August 2018 and construction will begin next year. **Motion by Pavleck to approve the contract with SEH for Phase I Design of the Runway Reconstruction Project in the amount of \$269,600, second by Nevanen. Motion carried unanimously.** Crow referenced the snow removal equipment and explained the grant funding, adding Einarson was doing some research on equipment costs and will have wrapped up by the end of the month for the grant agreement. Nevanen questioned the timeframe of the new equipment. Einarson responded it would be purchased in 2019. Anderson noted it will be reimbursed at 95% Federal and will budget for funding. **Motion by Pavleck to authorize Einarson to move forward with securing information on costs associated with the new equipment, second by Briggs. Motion carried unanimously.** McMahon stated he will be preparing the grant submittal letter and requested authorization to go out for bids on Phase I. **Motion by Briggs to authorize SEH to advertise for bids of Phase I of the Runway Reconstruction Project, with a bid opening for August 9th, second by Nevanen. Motion carried unanimously.** McMahon explained there will be two separate grant applications one for Entitlement funds and one for Discretionary funds, adding a special meeting may be needed in August to approve the bids. McMahon stated both applications will go in the same time and is working on getting costs now. **Motion by Nevanen to approve the submittal of the FAA Entitlement and FAA Discretionary grant requests for the Runway Reconstruction Project, second by Briggs. Motion carried unanimously.** Nowicki reviewed the information for the SRM meeting, public involvement, the NOAA Balloon Launch and upcoming meeting dates.

## **New Business**

A. Approval to order in lunch for the June 20 FAA-MN/DOT-SEH-Airport Commission Meeting – Crow stated SEH took care of the lunch order and will pick it up at 10:45am.

## **Old Business**

None

## **Manager's report**

Einarson stated most of his report was covered in the meeting. Nevanen questioned an incident over the weekend of a C130 flying very low. Einarson explained details of the incident being a false alarm for a search and rescue mission

## **Secretary's report**

Hasbargen referenced the enplanement record in the packets and noted the increase over last year. Hasbargen stated the new Airport website is up and running, noting there a couple minor changes that are being worked on but overall looks great and much more updated. She also noted she was contacted by Nikki at the Journal regarding the digital ad contract expired and questioned if the Commission would like to renew the contract for another 6 months, at \$180 per month. The Commission discussed the cost and advertisement and a print advertisement regarding the SunCountry Laughlin charter flight. **Motion by Pavleck to approve a print advertisement in the Journal about the SunCountry charter flight to run in July and in August at \$180 each, second by Briggs. Motion carried unanimously.** Hasbargen referenced the Rainy Lake Vacation Planner being updated and if the Commission wishes to publish an updated ad, noting the last publication had a 1/8 page ad and the cost for that would be \$450. Discussion on the advertisement, size and cost. **Motion by Nevanen to approve a 1/4 page ad at \$750 in the Rainy Lake Vacation Planner, second by Briggs. Motion carried unanimously.** Hasbargen noted she was also contacted by Bearskin Airlines to see the interest in advertising in their publication again. Discussion on the geography of the publication and ad cost. **Motion by Nevanen to approve a 1/6 page color ad in the Bearskin winter edition magazine, second by Pavleck. Motion carried unanimously.** Hasbargen referenced the CBP Data Connections Annual recurring cost of \$9,600 going forward and referenced the document in the packets.

## **Reports from Members**

Nevanen questioned a performance review for the Administrative Secretary to have on the next agenda. The Commission agreed. Briggs referenced the apron extension and the need to have it completed as it will be imperative from an operation standpoint and explained a recent incident that transpired where it was way to close.

## **Public Comment**

None

## **Adjourn, next meetings**

Meeting was adjourned by the chair at 10:46a.m. The next regular monthly meetings of the commission will be July 25<sup>th</sup>, 2018 at 8am in the County Board Room.