

International Falls-Koochiching County Airport Commission

March 28, 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 8:02 a.m. by Chairman Robert Anderson.

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

Members absent: Brian Briggs, Brian McBride

Others present: JoAnn Smith, Thor Einarson, Laura Manka, Benita Crow, Kaci Nowicki, Shawn McMahon, Dan McCarthy, Steve Trudeau, Chrystal Clance, Bill Mio, Darci Sullivan (KCC-TV) and Bob Cohrs via conference call.

Public Comment – None

Approve regular meeting minutes of February 26, 2018 – Pavleck moved and Nevanen seconded to approve the meeting minutes of February 26, 2018. Motion carried unanimously.

Financial statement for March 28, 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 \$275,700.16 and regular monthly bills in the amount of \$48,589.50 and paid bills of \$8,661.85. **Pavleck moved and Nevanen seconded to approve the financial reports and claims as listed in the amounts of \$275,700.16 for terminal claims, \$48,589.50 for regular claims and \$8,661.85 for bills paid** Nevanen questioned the amounts of the terminal bills. Trudeau explained that they were closing out the project but still has about \$91,000 remaining in contention and will be released once each project is closed out. Nevanen questioned the Minnesota Pollution Control Agency bill. Einarson explained this was for the storm water permit, lab time, and sending in the samples. **Motion carried unanimously.**

Engineers' report

A. Terminal Update Phase I – Cohrs stated that the temporary roller beds and temporary structure that were used in Phase I are not funded by bond money or Federal money, so they can be sold. Anderson questioned if FAA approval was needed before doing this. Cohrs suggested that they compile a list of items and get it approved to ensure that there was no federal funding used. Cohrs stated that they are at 10% withholding for the Federal grant and there will not be any more reimbursements until the project is closed out. They can request to lower the withholding to 2.5%, but they would need to come up with a draft request and then propose it to the FAA. The FAA is reviewing change orders currently. Anderson stated that he would make a draft request and send it out the commission. Trudeau stated that they are going over items on the punch list. They are considering adding a door in the screening area for oversized baggage, which is estimated at \$7,700. Discussion on minor updates and changes to the terminal were discussed. Trudeau also discussed the \$91,000 that was being held until contractors finished punch line items. They will conduct an 11 month walk thru to make sure that any issues are taken care of before the 1 year warranty is up.

A. Terminal Update Phase I – Cohrs stated that the pre design for Phase II was approved and is currently getting signatures, which will take about a week. Then it will be 3 weeks to receive bond funds. They are finalizing the contracts for phase II. The Airport Commission will need to approve an issue of notice to proceed. **Motion to authorize the construction manager and engineering firm to proceed with phase II by Nevanen, 2nd by Pavleck.** Discussion for approval to proceed was needed because contractors can then lock in prices and order materials. They have been seeing some steel increases and want to get a price locked in. They can also start organizing and looking at lead times for materials. They will not be able to do anything until the bond funds are released otherwise they will not be eligible for reimbursement on the work completed before the bond funds were issued. The start date for phase II will most likely be in June. 98% of the contracts are ready for signature. **Motion passed unanimously.**

B. Master Plan Update – Nowicki and McMahon presented the master plan, giving a presentation with handouts. The current runway length was approved. They will need an additional survey to define the removal limits and do an environmental review. Most of the obstructions are on airport property. The process for removing the obstructions takes a couple years. They will do the survey and complete the environmental review in 2018 and apply for a grant in 2019. The trees will then be removed in the winter of 2019-2020. FAA is supportive of the process. Nowicki led a discussion and explanation of the existing apron and the proposed redesign of the apron. They have met with Customs and Einarson on the proposed layout and FAA has been responsive to the changes suggested. McMahon presented on the runway pavement replacement and the different phasing alternatives to the runway reconstruction. Anderson asked what the life was of the materials and the yearly costs for upkeep. McMahon explained the difference of the materials and that the bituminous seems to be more cost effective. They are looking at a Spring start time for the runway project due to weather and flights. There was a question about the timing of the reconstruction and the reconstruction of Hwy 53 in 2020. Could there be some coordination with times and contractors? The planning document will be complete this summer with recommendations from the commission. FAA requested SEH to look into a temporary runway due to the value of the airport to the region and the impact it will have. SEH will be doing a cost and viability analysis and then will meet with FAA to discuss this option in detail. SEH is also recommending that for the taxiway reconstruction they go 50' with 20' shoulders, which will help with snow removal. Nowicki explained that she was starting to inform stakeholders and user of the airport about the upcoming shutdown to do the reconstruction. Einarson stated that there will be very minimal impact to the medical helicopter. Nowicki explained that they were starting to engage the public and airport users by collecting surveys and that Einarson is helping in this process. The next step is to finalize the pavement and design, update the costs, finalize the budget and funding plan, evaluate the need for bonding or alternative funding and then finalize the project schedule. Meeting number 4 will take place April 18th MCOA. The SRM panel will be at the May Airport Commission meeting.

Old Business

Anderson referenced a draft of the plaque for the airport from Fairchild Sign was done and some changes were made. He received 2 quotes from Fairchild Sign, one for a 36"x36" and one for 27"x36". The commission decided to let Anderson take the lead on the project and get the appropriate sign made.

New Business

None

Manager's report

Einarson stated that Great Lakes Aviation was filing for bankruptcy. The SunCounty flight to NV is coming in today and will return in 3 days. An automotive facility in Michigan needed auto parts to keep their plant running and they asked CN rail, Roche, and the Airport to help them get the parts in time. The parts were in a rail container in Ranier and transported to the airport, where Einarson and his team loaded them into a 727 Boeing from Texas. They had to make 2 round trips, not due to the weight, but space of the packaging. Einarson commented that there was great team work, service and communication between all parties and this was a great success for the area and airport to be able to accommodate a customer like this.

Secretary's report

Anderson presented the new Journal Special Edition Ad that was created. He questioned if the commission wanted to continue advertising with Borderwaters, which was in the budget since they have advertised with them in the past. **Nevanen moved and Pavleck seconded to continue advertising in Borderwaters with the same size ad as last year. Motion carried unanimously.**

Reports from Members

Nevanen stated that they are continuing to see an increasing trend in enplanements at the airport. He has had some feedback about the flight schedules and suggests that they contact Skywest to discuss summer schedules and any additions/modifications that can be done to accommodate even more sky travelers.

Adjourn, next meetings

Meeting was adjourned by the chair at 10:25a.m. The next regular monthly meeting of the commission will be April 25th, 2018 at 8a.m. in the Koochiching County Boardroom. The May meeting was also set for May 23rd, 2018.