

International Falls-Koochiching County Airport Commission

May 23rd, 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 8:07 a.m. by Chairman Robert Anderson.

Members present: Bob Anderson, Paul Nevanen, Brian McBride, Brian McBride and Wade Pavleck

Members absent:

Others present: JoAnn Smith, Thor Einarson, Laura Manka, Benita Crow, Kaci Nowicki, Shawn McMahon, Darci Sullivan (KCC-TV), Bob Cohrs, Byron Fiedler, Destin Nygard, Steve Trudeau, Jim Asleson, Nathan Rhett, Dan McCarthy

Public Comment – None

Approve regular meeting minutes of April 25, 2018 – Briggs moved and Pavleck seconded to approve the meeting minutes of April 25, 2018. Motion carried unanimously.

Financial statement for May 23rd, 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 \$41,159.30, Terminal Project Phase I unpaid bills in the amount of \$65,443.44, Terminal Project Phase II unpaid bills in the amount of \$77,428.00 and \$7,972.89 for bills paid. **Nevanen moved and Pavleck seconded to approve the financial reports and claims as listed in the amounts of \$41,159.30 for regular claims, Terminal Project Phase I unpaid bills in the amount of \$65,443.44, Terminal Project Phase II unpaid bills in the amount of \$77,428.00 and \$7,972.89 for bills paid. Motion carried unanimously.**

New Business

Consideration of RFQ's. There was only one submission from Short Elliott Hendrickson, Inc. (SEH). SEH has served the International Falls airport as an engineering firm for over 20 years. **Motion by Nevanen to continue engineering services from Short Elliott Hendrickson, Inc., second by Briggs.** The term will be for 5 years. **Motion carried unanimously.**

Engineers' report

A. Terminal Update Phase I – Cohrs and Trudeau stated they are still working on punch list items. There was another roof leak reported in the new terminal and they are going to look at the areas and continue to look into the issue to get it resolved. They are also looking into a snow melt system for the winter on the roof. They recently had an issue with one of the sensors on the jet bridge, but that has been fixed. They are looking at putting a custom roof cover on the rotunda for the jet bridge. They are holding payment until this is resolved. There are some asphalt areas that need repair and they are meeting with Bowman Construction today to go over them. Pavleck asked who is going to pay for the roof fix. The design and engineering issues that we are having were brought to the attention of the group before construction. What are the ongoing costs of this design problem? McBride asked about the speakers in the airport. Nate from LHB stated that he will test the system today. They are currently using the fire alarm speakers and tying the phone system into it, but there have been some quality issues. The fire alarm speakers are clear, so it may be an installation or grounding problem. Other options would be to have dedicated paging speakers in the space. He is also going to test the advertising screens. They are looking at upgrading the system to have multiple zones and are getting quotes for a box. The current system is only a single zone box. The multiple zone box will allow for different screens to show different advertisements at different times throughout the airport. Misc. Items – The screens in the airport are hard to see at certain times with the sun coming in creating a glare. The replacement carpet tiles have been ordered and are waiting to be delivered within the next couple weeks. Northern Business Products is sending new replacement bases for the chairs. They are also sending someone to do the replacement. The wooden bases will be changed out for metal ones. Samples of the concrete for phase II are in and they are making sure they match with phase I. They plan to do an 11 month review and walk through before the 1 year warranty expires. Operation and Maintenance manuals will be put in the airport and in Einarson's office. They

handed out updated costs. The only items left to add are the figures on builders risk insurance, administrative costs, and legal costs.

A. Terminal Update Phase II– Cohrs and Trudeau stated that they will start getting things organized on June 4th. They will be moving TSA – phone, power, data, backup power, etc. The week of June 18th everyone will be moved out of the terminal into their temporary sites. The project will be over a 10 month timeframe, ending in February or March of 2019. Anderson asked what the estimated number of construction workers will be on the project. Trudeau responded that there will be an average of 6-12 for most of the project, but he will get an exact number. There will also be more people during certain times for some items. Briggs questioned the parking and coordination of parking. Oster from Kraus-Anderson and Einarson will organize and coordinate the parking. There will need to be a plan for vehicles that are parked for an extended amount of time. There are at least 20 at the airport on average. Trudeau explained that they are going to section off an area for demolition, for parking of contractors, and rentals. It will be a work in progress. Briggs added that there will need to be a plan in place for parking for the June Laughlin Flight. Trudeau stated that they will get an approved concrete panel today to make sure that they get into a production slot so the project will be kept on time.

B. Master Plan Update – Nowicki and McMahon presented the master plan, giving an explanation with handouts. There will be three phases of reconstruction of Runway 13/31 and Taxiway Alpha. Phase I will include the north end of runway 13/31. This is anticipated to be a 2018 design and construction grant with the construction effort being completed 2019. The anticipated project cost is \$4.1 million including engineering and construction. Phase II includes the reconstruction of Taxiway Alpha and the Apron Expansion. The FAA has indicated support for a grant issued in 2019 for both design and construction. Construction could take place in fall 2019 or in 2020. The anticipated project cost of this phase is \$16.1 million. Existing bond funding from the Terminal project may be allocated to a portion of the apron costs if sufficient bond dollars remain after Phase II of the terminal is complete. Phase III would include reconstruction of the center section of runway 13/31. The anticipated cost of this phase is \$16.8 million including engineering and construction. During this phase taxiway connectors would be updated. They will be submitting the Airport Layout Plan to the FAA this week. They also plan on submitting a full draft of the TEMP report to the FAA by the end of June. They will work with the Airport Commission and FAA to prepare the necessary draft CIP and associated figures ahead of the June 20 CIP meeting. They are going to work with the Airport Commission on several strategies to assist in funding of the phases of the runway reconstruction project. MNDOT can help participate in the cost and the Airport Commission is encouraged to send a letter discussing their needs.

Motion by Pavleck to have the Airport Commission Chair send a letter to MNDOT discussing the rebuild of the runway, seconded by Briggs. Motion carried unanimously. The Chair will work with SEH on a drafted letter. SEH mentioned the option of working with the local legislators to do Legislative direct Appropriation funding. Duluth and Rochester have done this and got positive results. This would be something that would need to be started on now to get it written and submitted. Question about what the income on PFC's is. SEH suggested that the Commission start advertising for bids for the pavement rehab so that the engineering contracts and bids can be selected at the June meeting. **Motion to advertise for bids for the construction and repair of pavement in the apron area by McBride, second by Nevanen. Motion carried unanimously.** The independent Fee Evaluation for design should be completed by the June meeting. This is required by FAA and has a cost of \$3000-5000. **Motion to authorize the Chair and Executive Secretary to submit information from the grant proposal to approve the IFE not to exceed \$5000 by Pavleck, second by Nevanen. Motion carried unanimously.** The June 20th meeting will be very important. 8am will be the normal meeting conducting regular business, 11am FAA will meet with the Commission on the CIP and progress, and at 1pm the FAA will be meeting at the Airport in Einarson's conference room. At the June 20th meeting the Commission will be awarding the pavement rehab contract and authorizing to advertise for bids for Phase I of the Runway Reconstruction Project. The SRM Panel will be held in St. Paul at the SEH training room. Potential dates are July 23-26th. **Motion from Nevanen to authorize Einarson and Anderson to attend the Safety Risk Management (SRM) meeting in St. Paul, second by McBride. Motion carried unanimously.** The Airport Commission proposed the date of July 26th for the SRM panel. Following the SRM, a Form 7480 for the temporary Runway 14/32 will be submitted to the FAA. There will need to be a special meeting in mid August for the CA contract approval. The Entitlement Grant application

will be submitted on June 28, 2018 and the Discretionary Grant application will be submitted on August 15, 2018.

New Business

Anderson explained the State of Minnesota Air Service Marketing Grant that would have to be approved by the City and County. **Motion by Pavleck to approve the State of Minnesota Air Service Marketing Grant Agreement, second by Nevanen. Motion carried unanimously.** Anderson stated that the Alliance for Aviation Across America (AAAA) has requested that they join their organization. There is no cost. The Commission discussed being part of the organization and wanted to be sure if they did join that there would not be any negative feedback from association with the group. **Motion by Pavleck to approve joining the AAAA organization at the discretion of the Chair after obtaining additional information, second by Nevanen. Motion carried unanimously.**

Old Business

None

Manager's report

Einarson stated that the runway project is needed and that the Airport Commission is doing the right thing. The timing is good and it is very important for our area. There was a C-130 Hercules at the airport. They are preparing for the summer.

Secretary's report

Handout on enplanements.

Reports from Members

Briggs commented that they continue to increase and will do so with the additional flight this summer. Nevanen complimented SEH on their work and dedication to the Airport.

Public Comment

None

Adjourn, next meetings

Meeting was adjourned by the chair at 11:01a.m. The next regular monthly meetings of the commission will be June 20th, 2018 and July 25th, 2018 at 8am in the County Board Room.