

International Falls-Koochiching County Airport Commission
November 28th, 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 8:04 a.m. by Chairman Robert Anderson.

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

Members absent:

Others present: Kyra Hasbargen, Thor Einarson, Darci Sullivan (KCC-TV), Steve Trudeau, Bill Mio, Destin Nygard, Rick Oster, Shawn McMahon, Kaci Nowicki and Benita Crow via conference call

Public Comment – None.

Approve regular meeting minutes of October 24, 2018 – Briggs moved and McBride seconded to approve the meeting minutes of October 24, 2018. Motion carried unanimously.

Financial statement for November 28th, 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 \$37,023.40, Terminal Project Phase II bills in the amount of \$422,015.66, Runway Project Phase I bills in the amount of \$51,460.00, Runway Phase II bills in the amount of \$87,490.00 and \$12,921.68 for bills paid. Short discussion on the funding availability of the Runway Phase I and II project and the reimbursement of claims. Anderson questioned the \$3,000 bill to the City of International Falls. Hasbargen explained the bill is for winter sand. **Briggs moved and McBride seconded to approve the financial reports and claims as listed in the amounts of \$37,023.40, Terminal Project Phase II bills in the amount of \$422,015.66, Runway Project Phase I bills in the amount of \$51,460.00, Runway Phase II bills in the amount of \$87,490.00 and \$12,921.68 for bills paid. Motion carried unanimously.**

Engineers' report

A. I. Terminal Update Phase II – Oster gave an update on Phase II, noting the cement slab was poured last week and have been heating the ground up to prepare for pouring the ramp and paving the apron next week. Trudeau explained the ground thaw process further, adding the cement plant boiler had an issue so the concrete pour was pushed back a little bit. Oster stated the roof panels are made and they will be there next week to start installing the panels. Trudeau stated they will begin the interior work next week and questioned the administrative office design. Nygard handed out documents of the conference rooms and administrative office design, along with table and chair options for the conference room. Nygard stated he is unsure if the furniture is covered under bonding funds or if it would be a local share. Anderson questioned Crow if she could check with Cohrs on the funding eligibility for the furniture. Discussion on the table size, chair costs and the room size. Hasbargen stated she will research chair costs and table being constructed locally. Anderson recommended the table size to be 5 feet by 12 feet. Nygard explained the Airport Administrative Office and TSA storage area. Discussion on the size of the offices., acoustics, and materials. Anderson suggested a tour of Phase II after the next Commission meeting. Briggs questioned when the windows would be completed. Oster stated they brought the frames for the windows in front of the concrete and they will be coming back to complete the installation. Trudeau stated they are working on the final punchlist items, noting the ongoing boiler issue and explained the issue further, adding the manufacturer came up to take a look. Einarson stated his concern of only running on one boiler and if that one goes down there is nothing to heat the building. Pavleck questioned the warranty. Trudeau explained the warranty. Discussion on the sunscreen for TSA and SkyWest. Oster mentioned he was informed by TSA yesterday, they will be getting all new equipment and reconfiguring the room which may fix the issue so they are holding off for now. Discussion on the new TSA equipment. Trudeau referenced the sound issue in the secure area, adding a sound bar was purchased after doing a test and it works great, noting Shipley is installing two new sounds bars today. Trudeau stated Oster did a test to ensure the outdoor letters can be removed without issue and it worked, so Oster will be removing the remaining letters and sending to Signation to get the issue resolved. Trudeau gave

an update on the Advertisement screens, the black top, the baggage handling conveyor and the jet bridge. Discussion on the jet bridge and the issues that took place.

C. Runway and Taxiway Reconstruction Phase I (north end) – McMahon explained the memorandum he handed out referencing the SkyWest coordination for the request of the additional runway length. Discussion on the PAPI, FAA support and eligibility, and requirements. Nowicki explained the FAA eligibility further. Discussion on wet runway landings, weather conditions and SkyWest's safety concerns. McMahon stated the next call with SkyWest is on Monday, December 3rd at 10am.

D. 1. Runway and Taxiway Reconstruction Phase II - Weather Balloon Facility Relocation – McMahon stated the design is moving forward for Phase II of the Runway and Taxiway reconstruction and handed out a map of locations for the weather balloon launch relocation. Nowicki explained the options, the environments assessment process, prep time and the process schedule, noting Jason Alt from Prosource has gone through the formal federal process in the past and is familiar with the FAA process, adding she would recommend the Commission to work with Alt to facilitate the process. Discussion on the property, property lines, buildings on the property and the current owner moving those buildings. McMahon referenced the 10.7 acre parcel would not be needed but may be part of the negotiation. Further discussion on the property, FAA process, timeline and moving the buildings. McMahon stated there will be a meeting with FAA on December 7th.

E. FAA Supplemental Funding Notification to FAA – McMahon mentioned the Supplemental Appropriation request was submitted along with letters written by Senator Klobuchar and Senator Smith, adding he believes another round of funding will be in December. McMahon referenced the FAA preapplication process which will include Runway and Taxiway Phase II, Apron Expansion, Annual Crack Seal, Design of Phase III, Property Acquisition, Environmental Assessment and SRE Equipment. **McBride moved and Nevanen seconded to approve the FAA Pre-Application Grant Request. Motion carried unanimously.**

G. Public Involvement Update – McMahon stated the kiosk will continue in the terminal and noted a few upcoming meetings with FAA to discuss safety and the construction plan for Phase I of the Runway and Taxiway project. Discussion on the upcoming meeting dates.

Old Business

New Business

A. Approval to attend LASAC meeting in Duluth on December 5, 2018 – Anderson noted the next LASAC meeting will be held on December 5th, 2018 in Duluth at 9:30am. **McBride moved and Briggs seconded to approve travel expenses to attend the LASAC meeting in Duluth on December 5th, 2018. Motion carried unanimously.**

B. KEDA Lease Insurance Review – Hasbargen explained the recent discovery of the CWT building being double insured by KEDA and the Airport Commission and referred to the lease agreement between the two. Anderson thought it would be appropriate for the KEDA to cover the cost of insurance. Nevanen explained the insurance further. **Briggs moved and Pavleck seconded to approve an amendment to the lease agreement with KEDA, stating the KEDA will be responsible for covering the cost of the insurance for the CWT building. Motion carried unanimously.**

Manager's report

Einarson referenced the recent sale of Schwan's company to a company in Korea and how it may significantly affect the airport in Marshall, MN where Schwan's main headquarters is located.

Secretary's report

Hasbargen referred to the enplanement record in the packets and noted the small increase over last year. Hasbargen stated she was contacted by Nikki from the Journal to see if the Commission would like to participate in another holiday advertisement similar to last year. **Briggs moved and McBride seconded to**

approve a holiday advertisement in Journal at a cost of \$116.70. Motion carried unanimously.

Hasbargen noted she also was contacted by Roxanne with CKRD and CFOB to see if the Commission would be interested in a holiday radio advertisement for \$500. Discussion on current radio advertisements and the Commission agreed to pass on this advertising opportunity. Anderson noted an ad in the Fort Frances Times for BearSkin Airlines advertising and showing their flights to various locations and questioned the commission doing something similar to show flights to MSP and to Toronto.

Reports from Members

McBride stated the County Board approved to make application for fixing County Road 103, South Jackfish Bay road. Briggs stated Hasbargen had called him regarding a customer having trouble booking a flight and receiving an error that there were no flights available. Briggs stated after a little investigation, it was determined the error was due to there not being any connecting flights that day as the only flight from INL was the afternoon flight and there were no connections to their location once they arrived in MSP. Briggs added in January they will be moving the afternoon flight to morning which will help in making those connections, noting Holly with DGS is a very good advocate for the local airline and explained the flight issue a bit further. Briggs noted the amount of recognition the Ice Box sign gets when people are coming off the airplane. Discussion on the conference room table and chairs and looking to have purchased locally. Hasbargen stated she would contact Sheldon Zook with Wood Interiors for an estimate and will look at Menards for the chairs and have cost estimates at the next meeting. Crow stated she heard back from Cohrs, who stated the furniture is eligible to be purchased with bonding.

Public Comment

None

Adjourn, next meetings

Meeting was adjourned by the chair at 10:30a.m. The next regular monthly meetings of the commission will be December 19th, 2018 at 8am in the County Board Room.