

**International Falls-Koochiching County Airport Commission**  
**October 24th, 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, Brian McBride, Brian Briggs and Ron Norby (Alternate for Wade Pavleck)

Members absent: Paul Nevanen, Wade Pavleck

Others present: Kyra Hasbargen, Thor Einarson, Darci Sullivan (KCC-TV), Steve Trudeau, Bill Mio, Destin Nygard, Rick Oster, Benita Crow

**Public Comment** – None.

**Approve regular meeting minutes of September 26, 2018 – McBride moved and Briggs seconded to approve the meeting minutes of September 26, 2018. Motion carried unanimously.**

**Financial statement for October 24<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 \$93,823.16, Terminal Project Phase I bills in the amount of \$10,959.57, Terminal Project Phase II bills in the amount of \$693,214.22, Runway Project Phase I bills in the amount of \$116,219.38, Runway Phase II bills in the amount of \$87,490.00 and \$23,531.06 for bills paid. Briggs questioned the Ameribridge holdback. Trudeau stated a pay estimate was created for half of the remaining amount. **Briggs moved and McBride seconded to approve the financial reports and claims as listed in the amounts of \$93,823.16, Terminal Project Phase I bills in the amount of \$10,959.57, Terminal Project Phase II bills in the amount of \$693,214.22, Runway Project Phase I bills in the amount of \$116,219.38, Runway Phase II bills in the amount of \$87,490.00 and \$23,531.06 for bills paid. Motion carried unanimously.**

**Engineers' report**

**A. 1. Terminal Update Phase I** – Trudeau stated Oster and the crew have been focusing on items left on the punch list, noting there are still a few things they are working on, adding they still have not heard anything from Bowman's. Trudeau stated they will write a letter to Bowman's explaining the Airport Commission will not be paying the remainder of their balance due and will use it toward fixing the area next year. Trudeau mentioned the Ameribridge hold back amount of about \$10,000 and is hoping there will be some events that happen to see if any issues arise in the next month or so, adding they added electric heat tape to the rotunda and will test that when the time comes. Short discussion on the jet bridge. Trudeau referenced the sun glare that is happening with TSA screens. Cohrs explained the issues TSA is experiencing with the sun glare and will look at the panels on the center wall to see which ones need to be covered, adding the concern of the covering the panels with a film that still allows the ability to see into the secure area. Briggs noted something needs to be done with the Delta desk also as it is difficult to scan the boarding passes. Discussion on the shades they are looking at putting up on the first panel of windows. Trudeau referenced the baggage handling system, noting Logan Teleflex has not been responding so another contractor came to do the repair, adding they will get the work invoiced and sent to Logan to pay as it was before the warranty was up and explained the situation further. Discussion on the gate lounge speaker system still not working properly and the fixes they are trying to work through. Oster referenced the boiler issue and waiting for the manufacturer to make contact. Einarson explained the issue further. Short discussion on the TV screens for advertisements and the outdoor signage and having Signation refinish the letters.

**A. 2. Terminal Update Phase II** – Oster stated the roof panels are going on and the plumbing has started, adding the electrician will begin next week and will possibly pour concrete next week or the week after. Briggs questioned when the windows would be in. Oster responded they are doing measurements on Monday and then the frames will be ordered, adding the glass will take about 8-10 weeks. Trudeau stated they are on track for a final completion date at the end of March with and April occupancy date. Trudeau handed out the Change Order List and explained for Phase II, noting the material cost increase with TNT Aggregates and American Steel, as well as with KW Kettle and Anderson Glass of \$7,500 for an increase in the glass. **Briggs**

**moved and McBride seconded to approve the \$7,500 cost increase with Anderson Glass. Motion carried unanimously.** Trudeau mentioned a grounding issue on the Air conditioning unit and was recommended by the electrician to fix the issue at a cost of \$2,407. Anderson questioned if this was part of the initial work that was done. Trudeau responded it was not specified for this additional grounding source. **McBride moved and Briggs seconded to approve a change order for the grounding of the electrical system in the amount of \$2,407. Motion carried unanimously.** Short discussion on change orders that have been sent to Tracy Schmidt at FAA and what is left to be submitted to her, along with Phase II change orders. Trudeau referenced the VOR and the wire relocation that needed to be done, adding Hanson Electric completed the work. Short discussion on the relocation and all that was involved. **McBride moved and Briggs seconded to approve \$8,768 to Hanson Electric for the VOR wire relocation. Motion carried unanimously.** Nygard questioned the Airport Administrative space. Short discussion on the approval to move forward with the administrative space which will house the Airport Administration and KEDA. Hasbargen mentioned the additional space TSA is requesting in the storage space. Cohrs stated he will work with TSA/GSA on the space requirements and needs. Discussion on the furniture for the Airport Administration office and conference room.

***B. 2018 Pavement Maintenance Project*** – Crow explained the pavement is basically finished, however there are just a couple touch ups needed and they will be back next week to finish them up. Crow added the project was a little over budget due to the additional need that was noticed once the project started, noting the increase is roughly \$15,000 and the grant will cover everything except about \$700 for the local share. **Briggs moved and McBride seconded to approve the Pay Application #1 in the amount of \$67,205.09 to KGM for the 2018 Pavement Maintenance Project. Motion carried unanimously.**

***C. Runway and Taxiway Reconstruction Phase I (north end)*** – Crow stated KGM is working on getting the preliminary schedule together and referenced SkyWest's requests and potential options. Discussion on SkyWest and the landing/takeoffs, along with PAPI and FAA eligibility.

***D. 1. Weather Balloon Facility Relocation*** – Crow reviewed the options for the weather balloon facility relocation, noting option #3 that requires the land acquisition is looking to be the best option, and explained the option further. Anderson stated the owner of the property has expressed their interest in selling the property to the Airport. Discussion on the land size and assessed value, as well as if FAA will participate in the purchase of the property.

***E. FAA Supplemental Funding Notification to FAA (October 31 deadline)*** – Crow stated the first round of supplemental funding has been announced, adding the need to get INL's story ready for the next round of funding. Crow handed out a document for completing the application and a draft application for INL and explained the deadline for the draft application needs to be completed by October 31<sup>st</sup>. Short discussion on when the second round of funding of approved projects will be announced and the amount of the funding round.

***F. Runway and Taxiway Reconstruction Phase III (center section, runway)*** – Crow explained updated DIP's are due October 31<sup>st</sup>, noting a couple items that were refined and will take care of getting it submitted.

***G. Public Involvement Update*** – Crow gave a brief update that the kiosks will continue to be located in the new terminal and noted FAA will be meeting on November 15<sup>th</sup>.

## **Old Business**

***A. Final review and approval of the 2019 Draft Budget*** – Hasbargen explained the changes and adding in the MnDOT participation amounts. Short discussion on the budget items and changes, and agreed on the need to watch costs very closely. **McBride moved and Briggs seconded to approve the updated final 2019 budget in the amount of \$1,173,268.55. Motion carried unanimously.**

## **New Business**

***A. Surplus Property Bid Approval*** – Anderson stated there were three bids received for the Onan Generator and read the bids allowed, with the winning bid going to Bernard Nordlund in the amount of \$1,750. **Briggs**

**moved and McBride seconded to approve the high bid for the Onan Generator in the amount of \$1,750 to Bernard Nordlund. Motion carried unanimously.** No bids were received for the other items and Einarson gave a brief overview of each of those items. Short discussion on contacting Boyum to see about getting a quote for scrapping the metal.

***B. TSA LEO Reimbursement Security Grant Application*** – Anderson thanked McBride for bringing up the armed security guard issue to the Head of TSA last month, Cliff VanLueven, and questioned making application to TSA for reimbursement. Discussion on the liability, arrest authority and insurance being the biggest barriers in the past. **McBride moved and Briggs seconded to move forward with making application to TSA for LEO Reimbursement. Motion carried unanimously.**

### **Manager's report**

Einarson reported the ASOS system went down on Saturday causing Duluth to try rebooting the system which worked, noting they will be replacing some parts to the system this week.

### **Secretary's report**

Hasbargen referred to the enplanement record in the packets and noted the increase yet again over last year. Hasbargen stated she was contacted by JJ at KGHS to see if the Commission would like to sponsor a new promotion for the FHS Broncos and LF Vikings, adding it will include radio advertisements as well as the airport logo on the t-shirts they will give the students. Hasbargen explained the cost of \$1000 for the Broncos, \$400 for the Vikings or \$1200 for both. Short discussion on the promotion and sponsorship cost. **McBride moved and Briggs seconded to approve advertisement with KGHS for the "I'm a Big Deal" promotion at a cost of \$1200 for both the Broncos and Vikings. Motion carried unanimously.** Hasbargen stated she spoke with Linda Joyce regarding framing of some of the artwork that was donated to the airport, noting she estimated the cost at \$75 per print, adding there are about 5 prints that would work well in the terminal. **McBride moved and Briggs seconded to approve the framing of 5 prints done by Linda Joyce at a cost of \$75 each. Motion carried unanimously.** Hasbargen referred to some artwork samples in the packets provided by VNP of artwork that is displayed in the Tourist Center in Fort Frances as a possible option for the airport. Discussion on the artwork and where it could go in the airport. **McBride moved and Norby seconded to approve working with VNP and allowing them to do a display in the airport terminal at no cost to the airport. Motion carried unanimously.**

### **Reports from Members**

Norby referred to the large projects and noted there are lots of change orders, questioning the need to take closer looks at engineer estimates. Discussion on change orders and the apron work to be done. Anderson questioned sending a letter to MnDOT in support of renewing SkyWest's EAS contract. Discussion on flights and if SkyWest could move the flight times up by one hour. Anderson reported on his recent attendance at the LASAC meeting and gave an update to the Commission. Briggs stated SunCountry has now contracted with DGS for their ground service and are hiring 200 employees. Discussion on the ground service and increase of employees.

### **Public Comment**

None

### **Adjourn, next meetings**

Meeting was adjourned by the chair at 10:14a.m. The next regular monthly meetings of the commission will be November 28<sup>th</sup>, 2018 at 8am in the County Board Room.