

**International Falls-Koochiching County Airport Commission**  
**September 26th, 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 8:05 a.m. by Chairman Robert Anderson.

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

Members absent: Brian Briggs

Others present: Kyra Hasbargen, Thor Einarson, Darci Sullivan (KCC-TV), Steve Trudeau, Bill Mio, Destin Nygard, Shawn McMahon, Kaci Nowicki, Cliff VanLueven (TSA).

**Public Comment** – Anderson introduced Cliff VanLueven, Federal Security Director at U.S. Department of Homeland Security. VanLueven stated he loves the new airport terminal, noting the security check point and behind the scene area is great with the new lighting, and the state-of-the-art equipment. VanLueven thanked the City and County for taking great care of the local TSA office. The Commission thanked VanLueven for being at the meeting.

**Approve regular meeting minutes of August 22, 2018 – Nevanen moved and McBride seconded to approve the meeting minutes of August 22, 2018. Motion carried unanimously.**

**Financial statement for September 26<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 \$157,709.35, Terminal Project Phase II bills in the amount of \$464,404.96 and \$26,748.75 for bills paid. Nevanen questioned the bill for Jim Rognerud. Einarson responded he did some trapping of beaver on the premises, adding they will be removing the dam soon next. **McBride moved and Nevanen seconded to approve the financial reports and claims as listed in the amounts of \$157,709.35, Terminal Project Phase II bills in the amount of \$464,404.96 and \$26,748.75 for bills paid. Motion carried unanimously.**

**Engineers' report**

**A. 1. Terminal Update Phase II** – Trudeau stated Oster is busy on site and could not make the meeting today, noting the structural steel arrived this morning so they are getting started on that and working on enclosure, adding the precast walls are up. Trudeau stated the wood beams are scheduled to be here next week and then the CIP panels will come after that, adding they hope to be water tight before snowfall and are making good progress. Anderson questioned the next steps. Trudeau explained the detail of the next steps for the exterior. Discussion on the completion of the project to be about the end of March, along with parking and snow removal.

**A. 2. Terminal Update Phase I** – Trudeau stated they are continuing to widdle down the punch list, which has just a few items left on it, and mentioned the roofing and water leak they believe to have identified and corrected. Short discussion on the roof leak, using heat tape and the issues that potentially caused the leak. Trudeau noted the asphalt still has not been fixed and they have tried to contact Bowman's who has been unresponsive and suggested withholding the amount still owed to them. Trudeau added KGM is on site today for the runway repairs and will see if they can fix the asphalt if they have the right equipment there to do so. Pavleck stated if Bowman's is being unresponsive to use KGM and get it done. Trudeau referenced the gate lounge speakers and continuing to look around for something to fix the issue, adding Nate is working on it. Trudeau questioned the GreenTech quote and unsure if Signation with cost share for the replacement, but they will take down and refinish the letters. Trudeau stated he will follow up with Signation to see how they would like to proceed. Trudeau noted the sun glare and is working with TSA and Delta to get a window shade to match Phase II, adding Brian Peterson is working to fix the issue. Anderson questioned the lead time for the window shades. Trudeau stated could do it locally but if the Commission wants a commercial grade like Phase II, it would be about a month, and is currently working on getting quotes. Discussion on the sun, windows and shades. Trudeau referenced the walk about item list, noting notification have been sent out to contractors to fix the issues with a deadline. Short discussion on the carpet and issues. Trudeau stated Ameribridge declined to attend today's meeting and handed out an email response that references the fixes they have completed and want to be paid. Discussion on the Jet Bridge, the issues with it, withholding

payment until after the SunCountry flight in November to see if the same issues arise, and it only working well for a very short period of time. Additional discussion on the jet bridge, roof leaks, and staff learning how to properly operate it. Anderson suggested paying \$10,000 in October to Ameribridge and then wait on the remainder. McBride agreed to keep some retainage to ensure it is working properly. Discussion on the retainage and the issues. Anderson questioned Change Orders for Phase I. Trudeau stated all have been sent to Tracy Schmidt at FAA and will have one more round to here and a few for Phase II, soon, adding he will call and follow up with her.

**B. 2018 Pavement Maintenance Project** – McMahon explained the 2018 Pavement Rehab and handed out a document noting Farner and J&J Construction are working on the tie down repair estimated to be completed October 8<sup>th</sup>.

**C. Runway and Taxiway Reconstruction Phase I (north end)** – McMahon stated they received the grant and explained the schedule for the project. Nowicki explained the obstruction survey. McMahon stated they will continue to work with FAA on data for the temporary runway. McMahon explained the wet condition limitations and concerns for SkyWest. Einarson noted potential limitations would be very minimal. Short discussion on limitations and 5400' verses 5800' runway length. Nowicki explained the concern for changes as the grant language has already been completed for this phase.

**D. 1. Runway and Taxiway Reconstruction Phase II (Taxiway A) – Geotechnical Boring** - McMahon stated borings are currently being completed and seems to be going smoothly and should be finished today.

**D. 2. Weather Balloon Facility Relocation** – McMahon explained the relocation of the weather balloon launch. Discussion on the balloon launch potential locations and the possible purchase of the Shoberg property to the east of the airport. Nowicki reported conversations with FAA on the relocation and looking to them for funding options. Discussion on locations, cost of purchasing the property and other potential options.

**E. FAA Supplemental Funding Notification to FAA (October 13 deadline)** – McMahon explained the deadline for the supplemental funding is October 13<sup>th</sup> and a letter needs to be sent, adding he will assist with the letter. Nowicki explained the process further and how the money can be spent, noting the estimated dollar amount. **McBride moved and Nevanen seconded to authorize SEH to write a letter requesting supplemental funding from FAA then send to the Chairman for review and signature. Motion carried unanimously.**

**F. Public Involvement Update** – Nowicki stated they will do a brief update each month, adding the public involvement meeting was advertised in local paper, on the radio and personal letters were also sent out to some. Nowicki handed out a copy of the letter that was sent and the flyers that were presented at last nights public meeting, adding they have created a master list of those wanting updates on the project. Nowicki referenced the survey results that have been collected so far. Discussion on the survey and flight schedule. Hasbargen noted one of the survey comments of no changing table in the restrooms, questioning if there is one in each of the restrooms. Einarson stated he will double check. Further discussion on the survey results.

## **Old Business**

**A. Outdoor Sign Quote Approval - GreenTech** – Anderson referenced the GreenTech quote and how to proceed with Signation. Short discussion on Signation to see if they will refinish the sign. **McBride moved and Nevanen seconded to authorize Trudeau to ask Signation to remove the letters and refinish them and reinstall at no additional cost to the Airport Commission. Motion carried unanimously.**

**B. Additional Media Zones Quote Approval – Shipley's PC Repair** – Short discussion on the estimates from Shipley's and Hanson Electric. **Nevanen moved and McBride seconded to authorize approve the quote of \$4,030 with Shipley's PC Repair for the additional media zone. Motion carried unanimously.**

## **New Business**

**A. Grounds Maintenance** – Anderson mentioned several individuals have commented on the grass by the new terminal and trees along the fence like, adding they look in need of attention. Anderson stated he received

an estimate from Erickson's Lawn Care to spray the weeds. **McBride moved and Nevanen seconded to approve the lawn Care needs to be completed by Erickson's Lawn Care at a cost not to exceed \$600. Motion carried unanimously.**

**B. Airport Office Space** – Hasbargen stated while reviewing the Airport Office and Storage Space in Phase II, it was discovered there would be plenty of room to add a wall or two in the office space to potentially house the KEDA offices also, adding it would be a benefit for both the KEDA to be onsite with Cold Weather Testing and the Airport by generating revenue. Pavleck stated with CWT there it makes the most sense. Nevanen added the conference room is large enough to hold the KEDA meetings there also. Short discussion on the office space. **Pavleck moved and McBride seconded to move forward with the incorporated plans of the airport office space to house the KEDA/CWT and authorize Nevanen to work with the Airport Architect for design and bring back before the Commission for final approval. Motion carried unanimously.**

**C. Additional Baggage Cart Approval** – Anderson referenced the baggage cart in the new terminal and requested approval to order another one for the other door in the terminal. **McBride moved and Nevanen seconded to approve the purchase of an additional baggage cart in the new terminal. Motion carried unanimously.**

**D. LASAC Meeting Approval** - Anderson requested approval of attendance and travel to the LASAC meeting in Minneapolis on October 11<sup>th</sup>, adding Einarson will also be attending. **McBride moved and Nevanen seconded to approve attendance and travel expenses for the LASAC Meeting in Minneapolis on October 11<sup>th</sup>. Motion carried unanimously.**

**E. MnDOT Aviation Economic Impact Study** – Anderson referenced a letter from Cassandra Isackson of MnDOT which asks for participation on the Project Advisor Committee (PAC) for the Minnesota Statewide Aviation Economic Impact Study and requested the Commission's approval to for travel expenses in doing so. **Nevanen moved and McBride seconded to approve travel expenses for the Chairman to participate in the Economic Impact Study. Motion carried unanimously.**

### **Manager's report**

Einarson reported there was an issue with the grinder pumps in the sewer system and contacted Shannon's who determined the wire was under rated and needed to be replaced. Einarson referenced a few old terminal items that were salvaged and are no longer needed and questioned putting them out for sealed bids. Short discussion on where to advertise. **Nevanen moved and McBride seconded to declare the Generator and handicap lift as surplus property and authorize advertisement for sealed bids. Motion carried unanimously.** Einarson stated the Part 139 Inspection was recently completed and explained the details of that is needed to be compliant, including the need for a Wildlife Control Committee to meet regularly and document how to control wildlife on the airport grounds. Anderson questioned contacting Hibbing and Bemidji to see how their Wildlife Committees are set up. Einarson noted an upcoming meeting with FAA on October 9<sup>th</sup> at 12pm.

### **Secretary's report**

Hasbargen referred to the enplanement record in the packets and noted the increase yet again over last year again. Hasbargen stated she was contacted by Amanda from the Fort Frances Times to see if the Commission would like to advertise again, noting the cost would be \$775 Canadian and it is in the Commission's budget for this advertisement. **Nevanen moved and McBride seconded to approve advertisement in the Fort Frances Vacation Guide at a cost of \$775 Canadian. Motion carried unanimously.**

### **Reports from Members**

Nevanen referenced the amount of international traffic and questioned inviting Port Director, Tony Jackson to a meeting. Nevanen also questioned artwork in the new terminal and continuing to look at options. Discussion on artwork and framing. Kaci stated she will look into a few options also.

### **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 October 24<sup>th</sup>, 2018 at 8am in the County Board Room.