

Regular Meeting

Tuesday

January 12, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 12, 2021, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Haugen, Engen, Cosgriff (via zoom), Lind, Linn

Absent: None

Others: Bossart (via zoom), Strand (via zoom)

Chairman Linn presiding.

Approved the Minutes of the Regular Meeting Held December 22, 2020:

The minutes of the Regular Meeting of the Municipal Airport Authority held December 22, 2020, were approved without objection.

Approved the Airport Vouchers Totaling \$33,104.03:

Mr. Engen moved to approve the airport vouchers totaling \$33,104.03.

Second by Mr. Lind.

On the call of the roll, members Haugen, Engen, Cosgriff, Lind, Linn voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Engen moved to approve the individual voucher in the amount of \$5,599.74 to Flint Communications for partial payment request for 2020 Airport Marketing Program.

Second by Mr. Lind.

On the call of the roll, members Haugen, Engen, Cosgriff, Lind, Linn voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel LLC:

Mr. Engen moved to approve the individual voucher in the amount of \$3,002.00 to Sixel LLC for December passenger enplanement fees (Allegiant/Nashville - \$864.00, American/Phoenix - \$2,138.00).

Second by Mr. Lind.

On the call of the roll, members Haugen, Engen, Cosgriff, Lind, Linn voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel LLC:

Mr. Engen moved to approve the individual voucher in the amount of \$2,750.00 to Sixel LLC for First Quarter 2021 Data.

Second by Mr. Lind.

On the call of the roll, members Haugen, Engen, Cosgriff, Lind, Linn voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Meinecke-Johnson:

Mr. Engen moved to approve the individual voucher in the amount of \$281,596.90 to Meinecke-Johnson for Partial Payment Requests #7 and #7A, for general construction of SRE Building Project.

Second by Mr. Lind.

On the call of the roll, members Haugen, Engen, Cosgriff, Lind, Linn voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Plains Mechanical:

Mr. Engen moved to approve the individual voucher in the amount of \$34,672.50 to Northern Plains Mechanical for Partial Payment Requests #6 and #6A for mechanical construction of SRE Building Project.

Second by Mr. Lind.

On the call of the roll, members Haugen, Engen, Cosgriff, Lind, Linn voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Rickard Electric:

Mr. Engen moved to approve the individual voucher in the amount of \$18,900.00 to Rickard Electric for Partial Payment Request #7A for electrical construction of SRE Building Project.

Second by Mr. Lind.

On the call of the roll, members Haugen, Engen, Cosgriff, Lind, Linn voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to O'Day Equipment:

Mr. Engen moved to approve the individual voucher in the amount of \$9,000.00 to O'Day Equipment for Partial Payment Request #4 for SRE Building Fuel System.

Second by Mr. Lind.

On the call of the roll, members Haugen, Engen, Cosgriff, Lind, Linn voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Engen moved to approve the individual voucher in the amount of \$6,146.00 to TL Stroh Architects for partial payment request for architectural services in connection with the SRE Building Project.

Second by Mr. Lind.

On the call of the roll, members Haugen, Engen, Cosgriff, Lind, Linn voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Fargo Jet Center:

Mr. Engen moved to approve the individual voucher in the amount of \$11,032.50 to Fargo Jet Center for the MAA share of CY2020 co-op marketing.

Second by Mr. Lind.

On the call of the roll, members Haugen, Engen, Cosgriff, Lind, Linn voted aye.

No member being absent and none voting nay the motion was declared carried.

Received 2021 Marketing Plan from Flint Communications:

Flint Communications representatives Tara Olson and Madison Hausauer joined the meeting via zoom. They gave a presentation reviewing results from the 2020 marketing/advertising program. Tara stated our advertising has been directed at the age 25-54 demographic within a 200 mile radius for leisure travel and that will continue. She stated last year after March we reduced paid media by 50%. She stated that TV, radio and print which was not used will be carried over to 2021. They reviewed online activity and the most efficient use of dollars and messaging. They stated the PR message for 2021 will continue to show the economic impact of the airport on the community. They also said the message going into 2021 will be "We Are Nimble" and let the flying public know that Hector International Airport is prepared to welcome passengers back when they are ready to fly. Tara indicated she would send a recap of social media statistics for the year to the board members.

Tara presented the budget for 2021 for a total not to exceed \$155,675.00.

After further discussion, Gen. Haugen moved to approve the budget proposed by Flint Communications for the 2021 Airport Marketing Program.

Second by Mr. Lind.

On the call of the roll, members Haugen, Engen, Cosgriff, Lind, Linn voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from Dakota Allied Properties LLC for a Ground Lease to Construct a Maintenance Hangar:

The communication dated January 5, 2021, from Paul Johnson, Cityscapes Development, was received and filed without objection.

Mr. Dobberstein stated Mr. Johnson is present at the meeting today representing Dakota Allied Properties, LLC. He stated they are proposing to construct a 12,000 sf maintenance hangar to be leased to Bemidji Aviation Services, Inc. He stated the location of this proposed hangar is adjacent to the Corporate Air hangar which is used by the FedEx feeder. He stated they are proposing a 12,000 square foot hangar along with parking lot space. He stated they are requesting a 40 year ground lease on approximately 40,000 square feet of ground. He stated we are working on finalizing the legal description and drafting a lease agreement. He stated the main goal today is to see if the board has any questions on the project. He stated Collin Strain, Bemidji Aviation, is also joining this meeting, as well as Jed Krieg with Olaf Anderson.

Mr. Johnson was recognized and stated if all of the approvals are received they plan to start the construction in late spring and occupy the facility late November or December.

In answer to a question from Mr. Lind, Mr. Dobberstein stated the tenant will be responsible for the 50 feet of concrete between the hangar door and the cargo ramp.

Mr. Dobberstein stated right now they are proposing this just as a maintenance hangar for Bemidji Aviation to service their own aircraft, but there has been discussion about providing maintenance service to other operators, which would classify them as a limited fixed base operator where they would pay us 1.5% or a minimum of \$100.00 per month.

Mr. Strain was recognized (via zoom) and stated that is more of an idea for now. He stated they are currently operating seven of the nine aircraft flying for UPS. He stated they were asked in 2017 if they would be able to provide service to other aircraft but it did not go any further. He stated they would just like to keep the possibility open.

Mr. Dobberstein stated there will be 25 feet of greenspace between this hangar and the existing hangar adjacent to it. He stated that will be part of the lease agreement. He stated the reason for that much space is building code for fire walls. He stated the proposed hangar is smaller than he had anticipated but again that is due to fire code. He stated there is an effort across the country to change the requirements for sprinkler systems in aircraft hangars, which currently requires a sprinkler system in any hangar exceeding 12,000 square feet. He stated insurance industry has paid out far more in claims due to accidental discharge of foam onto aircraft than it has for actual fires of aircraft. He stated the industry is trying to get back to a higher amount of square footage before a sprinkler system is required. He stated the hangar is being constructed so it can be easily added on to the north should these regulations be changed.

Mr. Dobberstein stated we will bring a draft lease agreement before the board within the next month. He added that the lease would start when they break ground on the project.

Authorized Purchase of Escalator Handrail Sterilization of Units and Maintenance of Units:

The proposal from Otis Elevator dated January 4, 2021, was received and filed without objection.

Mr. Dobberstein stated we have received a proposal from Otis Elevator to replace the handrails for the up and down escalators. He stated the handrails would need to be replaced regardless but this proposal will include an LED UV-C handrail anti-bacterial module.

Mr. Dan Bullis, Operations Supervisor/Landside, was recognized and stated right now the escalator handrails have silicon guides which create a lot of heat and that stresses other parts of the escalators. He stated this proposal changes the system to rollers which would reduce the heat and stress on parts of the escalators. He stated right now we are experiencing a lot of down time for maintenance on the escalators which is an inconvenience to our passengers. He stated changing to rollers will make these escalators heavy duty rather than light duty. He stated the UV-C light will kill germs and sanitize the handrails.

Mr. Dobberstein stated this product just became available in the last year so we have been waiting to replace the handrails until this became available. He stated we are working on confirming with the FAA that this will be eligible for CARES funding. He stated this will need to be done regardless.

Mr. Dobberstein stated we are also looking into an air purifier for the elevator. He stated we currently have a service contract with ThyssenKrupp but we are looking into combining both service contracts into one with Otis.

Mr. Engen moved to approve the proposal from Otis Elevator Company for a cost of \$57,361.49.

Second by Gen. Haugen.

On the call of the roll, members Haugen, Engen, Cosgriff, Lind, Linn voted aye.

No member being absent and none voting nay the motion was declared carried.

Airport Construction and Security Update:

Mr. Dobberstein stated we did see some damage from insulation blowing from the reroof project on the existing shop during the recent high wind event. He asked Terry Stroh to comment.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated Mr. Dobberstein did give a forewarning and he passed it on to the contractor as well so he is now certain why more precautions were not taken. He stated he is continuing discussions with them.

Mr. Stroh stated the reroofing project on the existing building is now complete. He stated they are working on wall panels for the addition to the existing building. He stated they are making good progress on the new facility and hope to finish the roof on the new building this week. He stated the overhead doors are not yet installed but they have put up temporary closures so they can get started on more inside work.

Airport Construction and Security Update: (Continued)

Mr. Jeff Klein, Mead & Hunt, was recognized and stated they are waiting until the FAA approves the scope of work for the environmental assessment project so until they approve it there no sense in bringing it before the MAA. He stated he did hear from Northern Improvement that Dakota Fence wants to take advantage of the nice weather and install the frame work for the overhead lift gate for the UPS facility.

There was nothing to report on security.

Other Business:

Mr. Dobberstein reported that December 2020 enplanements were down 56.9% over December 2019. He stated that is a bigger decrease than he had anticipated but restrictions in other locations have probably discouraged travel. He stated passengers for CY2020 were 238,500 vs. 471,333 in 2019, which is a decrease of 49.4% year to year. He stated that does not include 1,669 charter passengers.

Mr. Dobberstein stated the ND Legislature is in session and we are working with the Airport Association of North Dakota on a bill dealing with Transportation Network Companies (TNC's) such as Uber and Lyft. He stated this legislation would allow commercial service airports in the state to enter into agreements with TNC's. He stated he plans to put together some testimony to give virtually during a hearing.

Mr. Dobberstein stated there is a new CARES grant passed by congress in the last few days but the exact details are not known. He stated he does not know if we will receive any funds or not. He stated there is a provision in the new legislation that any airport receiving four years of funding would not be eligible. He stated a portion of this funding would allow airports to receive any differences between minimum guarantees and actual revenues received from tenants with minimum guarantees that were not able to meet those guarantees. He stated the only tenant we have which would fall into that category is one of the car rental agencies. He stated we will be working with them on that as we may be receiving a request to waive that minimum annual guarantee for 2020.

Chairman Linn stated the Airport Position Evaluation Committee (APEC) met last Friday and came to resolutions on the five positions that were reviewed. She stated most of the MAA members were in attendance virtually for the meeting. She stated the committee unanimously passed the recommendations and have moved them on to the COF Human Resources Office to put together the ranges and implement the changes.

Attorney Bossart was recognized via zoom and stated she is working on the sale of property to the Matherns. She stated the COF did have the abstract for the property and we are waiting for that to be updated to see if the Matherns want to have a title opinion done.

The meeting of the Municipal Airport Authority was adjourned until the Annual Meeting to be held Tuesday, January 26, 2021 at 8:00 a.m.

Time at adjournment was 9:03 a.m.

Annual Meeting

Tuesday

January 26, 2021

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 26, 2021, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Haugen, Engen (via zoom), Cosgriff (via zoom), Lind (via zoom), Linn
Absent: None
Others: Bossart (via zoom), Strand (via zoom)

Chairman Linn presiding.

Approved the Airport Vouchers Totaling \$36,011.93:

Gen. Haugen moved to approve the airport vouchers totaling \$36,011.93.

Second by Mr. Engen.

On the call of the roll, members Haugen, Engen, Cosgriff, Lind, Linn voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$34,824.77 to Mead & Hunt for partial payment request for engineering services in connection with the Cargo Apron Expansion Project, Phase IV.

Second by Gen. Haugen.

On the call of the roll, members Haugen, Engen, Cosgriff, Lind, Linn voted aye.

No member being absent and none voting nay the motion was declared carried.

Receive Communication From the City of Fargo Regarding Easements for North University Drive Construction Project:

The communication dated January 8, 2021, from Shawn Bullinger, Engineering Department, City of Fargo, was received and filed without objection.

Mr. Dobberstein stated Shawn Bullinger, Land Acquisition Specialist for the COF Engineering Department is joining the meeting via zoom.

Receive Communication from the City of Fargo Regarding Easements for North University Drive Construction Project: (Continued)

Mr. Dobberstein stated temporary construction and permanent easements for the North University Drive Project (BN-20-AO) have been prepared and are ready for signature. He stated the COF did have an appraisal done on the property involved. He stated we have received a Memorandum of Offer to Landowner for a payment of \$1,624.00 to the MAA for the temporary easement. He stated these are standard documents and Attorney Bossart has reviewed them. He stated he would recommend the Airport Authority approve these easements.

There were no further comments or questions.

Gen. Haugen moved to receive and approve the easements from the City of Fargo Engineering Department for the North University Drive Project (BN-20-AO).

Second by Mr. Engen.

All members present voted aye and the motion was declared carried.

Authorized Preparation of Specifications to Solicit Bids to Replace Light Fixtures (North General Aviation Apron, NGA Access Road and Westside Terminal):

Mr. Dobberstein stated in 2019 we completed a lighting project in the South General Aviation to replace all of the high-pressure sodium lights and ballasts and that has made a significant difference. He stated we did not move forward with the North General Aviation Area, the North GA access road or the Westside Terminal Ramp. He stated this project would finish the upgrade of that lighting system. He stated because of the anticipated cost he feels we should have Mead & Hunt, working with electrical engineer Joel Kath, prepare plans and specifications for public bids on this project.

Mr. Dobberstein stated replacing these fixtures would be considered a maintenance project and therefore eligible for CARES funding. He stated the payback on this improvement will be the energy savings. He added that if we were to keep the existing fixtures in place, the cost to replace the fixture and the bulb as they go out is greater than the cost to replace them with new LED fixtures.

Mr. Engen moved to approve authorizing Mead & Hunt to proceed with plans and specifications to solicit public bids to replace light fixtures in the areas outlined.

Second by Mr. Lind.

Mr. Dobberstein stated we are looking at a timeline of early spring for this project.

All members present voted aye and the motion was declared carried.

Received Update Regarding Property Sale to Mathern:

Attorney Bossart was recognized (via zoom) and stated that she does not have a lot to update on this sale. She stated the abstract is still with Cass County Abstract Company and we are waiting for that update. She stated she has drafted a proposed Purchase Agreement and we will deed this property to the Matherns in the same way the airport received it from Mr. Stockman, which was by quit claim deed.

Received APEC Update:

Chairman Linn gave an update on the Airport Position Evaluation Committee. She stated the committee members received the minutes from the meeting held January 8, which was a lengthy meeting. She stated at that meeting there was a lot of discussion about the purpose and function of the APEC. She stated all of the APEC members have been confident that we have been following the MOU. She stated the meeting resulted in action taken to establish pay ranges for the five positions reviewed (Executive Director, Assistant Director, Airport Operations Supervisor/Airside, Airport Operations Supervisor/Landside, Airport Operations Specialist, Airport Office Manager. She added that these ranges were established out of respect for the COF salary system but there could be out of market adjustments possible.

Vice Chairman Lind was recognized (via zoom) and stated for the record that he has spent many hours on phone calls and meetings with the APEC. He thanked the members of the committee for volunteering to serve on this committee and the dozens of hours they have given to come to a resolution.

Chairman Linn stated the committee members have done the best we can. She stated it has been a learning experience to do the detail work that was required. She stated she hopes this will be the last discussion on the function of the APEC and that we can move forward. She stated the APEC will need to meet again to approve the minutes from the January 8 meeting.

Authorized Travel to GLC/AAAE Winter Board Meeting, February 26-27, 2021, Lincoln, NE:

Mr. Engen moved to authorize travel to the Great Lakes Chapter AAAAE Winter Board Meeting, February 26-27, 2021, Lincoln, NE.

Second by Gen. Haugen.

All members present voted aye and the motion was declared carried.

Received Update Regarding 2021 FAA Grant Funds and Current Air Cargo Apron Expansion Project Grant Funds:

Mr. Dobberstein stated the FAA this past week advised us of our FY2021 AIP grant amounts. He stated the passenger entitlement funds are \$3,280,035.00 and the cargo entitlement amount is \$126,558.00 for a total of \$3,406,593.00. He stated when we put together funding plans for the Cargo Apron Expansion Project the idea was to maximize the use of our grant dollars and apply them toward the cargo apron, such as FY2021 grants. However, the amount we have available to amend Grant AIP51 exceeds 15% so Mead & Hunt tried working with the FAA to try and move part of the construction project to create a new grant. He stated the problem is that there are not enough workable units to do that and if there were we have already assigned them to a current grant number, or we have already drawn down funds in Grant 51 for work units that would be eligible for Grant 53. He stated that leaves us a balance of \$4,881,642.35, based on what we know today. He stated the idea of rolling our available entitlements as an amendment into the CARES Grant 51 is not going to work, so we will be carrying over our \$3.4 million of entitlements and start accumulating funds to start reconstruction of the terminal ramp, which will be a multi-year project.

Received Update Regarding 2021 FAA Grant Funds and Current Air Cargo Apron Expansion Project Grant Funds: (Continued)

Mr. Jeff Klein, Mead & Hunt, was recognized (via zoom) and stated following all of the rules the FAA has for multiple funding sources can be very confusing. He stated one of the things that typically the FAA allows airports to do is to do a multi-year grant if you have a project that is going to spread out over multiple years.

Mr. Dobberstein stated we also have the option of a development addendum to our \$21.6 million CARES Grant which covers a four year period. He stated that grant is for operations and maintenance costs but airports will have one opportunity for an addendum for a development project but that process is still new and the FAA office in Bismarck has yet to complete one of those addendums. He stated he would like to see us wait until the end of the grant cycle to put forth a development addendum. He stated he is recommending we hold over our \$3.4 million of entitlements for CY2021 for the next construction year 2022 and that we apply those funds toward the Westside Terminal Apron Reconstruction Project.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized (via zoom) and gave an update on the SRE Building Project. He stated the panels have been installed on the addition to the existing building and they are starting on the roof. He stated the roof on the new building is complete and they are finishing the decking on the mezzanine. He stated the overhead doors have been installed and they are able to heat the building while doing interior work.

Chairman Linn stated we need to have an open house when this project is done so that the public can be made aware of the machinery required to operate an airport and the facilities needed to house that equipment.

Mr. Stroh stated the equipment is amazing and most people don't realize what it takes to keep an airport in our climate operating. He stated the airfield staff does such a great job, even with the limited size of the existing facility.

Elected Chairman of the Municipal Airport Authority for Calendar Year 2021, As Per Bylaws:

Gen. Haugen moved to elect Mr. Erik Lind Chairman of the Municipal Airport Authority for CY2021, as per bylaws.

Second by Mr. Engen.

All members present voted aye and the motion was declared carried.

Mr. Lind abstained.

Elected Vice Chairman of the Municipal Airport Authority for Calendar Year 2021, As Per Bylaws:

Gen. Haugen moved to elect Mr. Rick Engen Vice Chairman of the Municipal Airport Authority for CY2021, as per bylaws.

Second by Mr. Lind.

All members present voted aye and the motion was declared carried.

Mr. Engen abstained.

Adopted Resolution of Appreciation to Outgoing Chairman, Tammy Linn:

Gen. Haugen offered the following resolution of appreciation to outgoing Chairman, Tammy Linn, and moved its adoption:

WHEREAS, Tammy A. Linn has just completed a year as Chairman of the Municipal Airport Authority, and

WHEREAS, During the year of Ms. Linn's chairmanship, the Municipal Airport Authority and Hector International Airport have experienced unprecedented challenges and changes, most notably the virus pandemic that has had a drastic and devastating effect on air travel, and

WHEREAS, Ms. Linn has labored diligently and given unsparingly of her time and efforts in many areas serving as Chairman of the Municipal Airport Authority, providing leadership during this difficult period of time, still moving forward with airport improvement projects and continuing to provide the best service possible to the flying public.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority does hereby commend Ms. Linn for her effective efforts during her year serving as Chairman and looks forward to her continued service on the board.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent minutes of the Municipal Airport Authority and a certified copy of the herein resolution be forwarded to Tammy A. Linn.

Second by Mr. Lind.

All members present voted aye and the resolution was declared to have been duly passed and adopted.

Chairman Linn abstained.

Other Business:

Mr. Dobberstein stated we did receive word on a national mask mandate for airports in which the enforcement will fall upon the airport. He stated we will be receiving more information on this directive from the Department of Homeland Security.

Other Business: (Continued)

Mr. Dobberstein stated he did provide testimony before the ND Senate Transportation Committee regarding a bill on Transportation Network Companies (TNCs). He stated the Airport Association of North Dakota has been pushing this initiative for the last two legislative sessions. He stated the bill did pass out of committee and should have been on the senate floor yesterday or today. He stated he subsequently emailed all of the senators requesting their support of SB2149 and he has received positive responses from a number of them. He stated another bill all political subdivisions in the state are following is an eminent domain bill which would amend ND CC 2-06-08. He stated if an entity does not make a reasonable offer on property there are penalty structures that go into place involving attorney fees, etc. He stated he will continue to follow this bill.

The Annual Meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, February 9, 2021.

Time at adjournment was 8:37 a.m.

Regular Meeting

Tuesday

February 9, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 9, 2021 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Haugen, Engen, Cosgriff (via zoom), Linn, Lind
Absent: None
Others: Bossart, Strand (via zoom)

Chairman Lind presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held January 12, 2021 and the Annual Meeting Held January 26, 2021:

Ms. Linn moved to approve the minutes of the Regular Meeting of the Municipal Airport Authority held January 12, 2021 and the Annual Meeting held January 26, 2021.

Second by Gen. Haugen.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$179,886.88:

Mr. Engen moved to approve the airport vouchers totaling \$179,886.88.

Second by Ms. Linn.

On the call of the roll, members Haugen, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Engen moved to approve the individual voucher in the amount of \$1,341.25 to TL Stroh Architects for partial payment request for architectural services (testing services) in connection with the SRE Building Project.

Second by Gen. Haugen.

On the call of the roll, members Haugen, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Engen moved to approve the individual voucher in the amount of \$4,295.00 to TL Stroh Architects for partial payment request for architectural services (construction administration) for the SRE Building Project.

Second by Gen. Haugen.

On the call of the roll, members Haugen, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Engen moved to approve the individual voucher in the amount of \$58,522.50 to Northern Improvement Company for Partial Payment Request #6 for construction of the Cargo Apron Expansion Project, Phase IV (ASUP50).

Second by Gen. Haugen.

On the call of the roll, members Haugen, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Engen moved to approve the individual voucher in the amount of \$14,330.72 to Flint Communications for partial payment request for 2021 Airport Marketing Program.

Second by Gen. Haugen.

On the call of the roll, members Haugen, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from Mead & Hunt Regarding Proposed Consulting Services for Street and Apron Light Replacement Project:

The proposed Consulting Services Agreement from Mead & Hunt for the Street and Apron Lighting Replacement Project (2021) was received and filed without objection.

Mr. Dobberstein stated we discussed this project at the last meeting. He stated this project would replace the existing high pressure sodium lighting systems in the north general aviation area and the Westside Terminal apron with LED fixtures. He stated the scope of services provided by this contract would be design and bidding services as well as construction services. He stated Mead & Hunt is proposing a fee of \$20,350 for design and bidding services, and a maximum cost of \$5,800 for construction services.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated this project would be eligible for some type of federal funding so it is necessary to follow all of those requirements.

Gen. Haugen moved to approve entering into a contract with Mead & Hunt for consulting services as outlined for the Street & Apron Lighting Replacement Project.

Second by Mr. Engen.

On the call of the roll, members Haugen, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Change Order #3 to Rickard Electric for an Increase of \$3,204.23 for Changes to the Electrical Portion of the SRE Building Project:

Mr. Dobberstein stated this change order includes one item for the new building and one for the existing building. He stated the change in the new building for an increase of \$1,605.75 is to change the receptacles shown on the plans as standard receptacles to CFCI per NEC and local inspector's guidelines. He stated the change to the existing building for an increase of \$1,598.48 is for demolition that was needed in the existing maintenance building to make way for changes to doors and the passage into the addition.

Ms. Linn moved to approve Change Order #3 for an increase of \$3,204.23 to Rickard Electric for the electrical portion of the SRE Building Project.

Second by Gen. Haugen.

On the call of the roll, members Haugen, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Request from ND Aviation Association Requesting Sponsorship of Fly-ND Virtual Conference, March 8-9, 2021 (Formerly the Upper Midwest Aviation Symposium):

Mr. Dobberstein stated our sponsorship history for this conference is \$5,000 when the conference is held in Fargo and \$2,000 when it is held in another city in North Dakota. He stated this year the conference is virtual and he is recommending the \$2,000 sponsorship.

Ms. Linn moved to approve the \$2,000 sponsorship of the 2021 Fly-ND Conference.

Second by Mr. Engen.

On the call of the roll, members Haugen, Engen, Clark, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from Reliance Leasing, Inc. Requesting a Waiver of Minimum Annual Guarantees for CY2020 and CY2021:

The communication (no date) from Dani Arnold, Vice President, Avis/Budget, was received and filed without objection.

Mr. Dobberstein stated there were some verbal conversations with our car rental agencies early on in the virus situation regarding the minimum annual guarantee (MAG). He stated the MAG for CY2020 was \$65,000. He stated the car rental agencies pay 10% of their gross revenue in accordance with their lease agreements. He stated when we received those early inquiries we decided to wait and see how the year went and fortunately all of the agencies exceeded the MAG, with the exception of Budget/Payless. He stated they were \$15,353.56 short. He stated Ms. Arnold is requesting a waiver of the MAG for 2020 and 2021. He stated we will not know until early January of 2022 how they come out for 2021. He stated we are optimistic traffic will pick up and they will all meet the MAG which increases to \$70,000 in 2021.

Mr. Dobberstein stated there is a federal grant in process for airports across the country to compensate for MAGs that are not met. He stated we have not yet seen the final details of this grant. He stated he believes the grant will allow us to be reimbursed for this difference. He stated there is also a possibility that we may pick up some of the MAG in place for the parking lot up until July 1, 2020, when we changed to a management contract.

Received Communication from Reliance Leasing, Inc. Requesting a Waiver of Minimum Annual Guarantees for CY2020 and CY2021: (continued)

Mr. Dobberstein stated to answer someone's question earlier, we do not have any other concessionaires with MAGs.

Mr. Cosgriff asked how we would means test this to make sure it was related to the pandemic as opposed to poor business practices.

Mr. Dobberstein stated he feels it was probably due to lack of passenger traffic. He stated with car rental agencies it is mainly the consumer's choice which agency they use.

Chairman Lind stated Ms. Arnold did mention in her letter that Avis and Budget are owned by the same parent company and they pushed what business there was over to the Avis brand, so Budget was affected the most.

Ms. Linn stated she can understand Mr. Cosgriff's comment but we have not had any issues surface in past financial reviews with their business practices. She stated this is a pandemic and maybe we should be observant and cautious going forward to make certain that is not the case.

Mr. Cosgriff stated his concern is more from a competitive standpoint.

Mr. Dobberstein stated these agencies are really at the mercy of the Avis/Budget corporate group.

Chairman Lind stated given the enormous drop in traffic he would be in favor of granting the waiver for 2020 but not yet for 2021. He stated we can cross that bridge if we come to it.

Gen. Haugen moved to approve the request for a waiver of the minimum guarantee for 2020 only, and that it be extended to all of the car rental agencies.

Second by Ms. Linn.

On the call of the roll, members Haugen, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Update Regarding Property Sale to Mathern:

Attorney Bossart was recognized and stated she does not have much more to report on the property sale to Terry and Patricia Mathern. She stated she has prepared the Quit Claim Deed. She stated she also drafted a letter to the FAA verifying that no federal funds were used to purchase the property and that it was donated. She stated they have continually been following up with Cass County Abstract but have heard nothing and that is the hold up on this process.

Received Update Regarding Property Tax Exempt Status of Pay Parking Lot Areas:

Mr. Dobberstein stated when we changed our agreement with SP Plus for the pay parking lots effective July 1, 2020, from a lease agreement to a management contract, he believes the property would now be exempt from property taxes. He stated he submitted a request to the city assessor and he in turn passed it on to the city attorney's office but we have heard nothing. He stated Attorney Bossart has had some conversations with Assistant City Attorney, Nancy Morris.

Attorney Bossart stated the original concession agreement was prepared by SP Plus. She stated in the agreement is specifically talks about it not being a leasehold interest but in another

Received Update Regarding Property Tax Exempt Status of Pay Parking Lot Areas: (Continued)

section it stated the concessionaire will be responsible for all taxes. She stated two portions of this agreement contradict each other. She stated SP Plus has been paying the property taxes in the past. She stated regular leasehold interest language we have in other leases is not contained in this agreement. She stated she would say there is an argument to be made that it should be exempt, but the pattern and practice has been that they have been paying the taxes. She stated she reviewed the management agreement and it does not contain the term "lease." She stated Nancy Morris has asked her to give her position in writing. She added that it is her position that the management agreement was signed effective July 1, 2020, and any property taxes for 2020 should be prorated prior to that date and not beyond that date.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized (via zoom) and stated we are in the painting process in the new building. He stated there should be permanent power and heat to the new building next week. He stated the majority of the overhead doors are operational. He stated all of the materials to finish the project are on site and they are not waiting for anything else to arrive. He stated the original schedule was to be done by the end of February but we are just a couple of weeks behind that so we are looking at the middle of March.

Mr. Dobberstein stated the TSA issued a security directive last week mandating that masks be worn at all times on airport property, unless you are consuming food or beverage. He stated they are talking about \$1,500 fines. He stated the TSA did consult with the Fargo Police Department should we need assistance with escorting someone off the premises who does not comply. He added that the same directive applies to other transportation facilities around the country.

Mr. Dobberstein stated at the last meeting we discussed project funding. He stated we currently have a little over \$2.4 million in 2021 AIP entitlements. He stated he and Jeff Klein, Mead & Hunt, have been working with the FAA to allow us to take \$330,429 (15% maximum allowed) to amend Grant 51 awarded to us last year for the cargo apron. He stated we are still waiting for some final information to come from the FAA. He stated the balance (approximately \$2.1 million) would then be carried over to start to pool some funds for the replacement/reconstruction/rehabilitation of the Westside Terminal ramp.

Other Business:

Chairman Lind asked for an update on the Airport Position Evaluation Committee.

Ms. Linn stated at the last meeting on January 8, there were very specific motions on the positions being reviewed. She stated there has been some misunderstanding from the City of Fargo's perspective on the APEC and the MOU. She stated it looks like we will be having one more meeting to finalize these positions in the next week or so. She stated it has been a very interesting experience and the committee members have worked very cooperatively together.

Other Business: (Continued)

Gen. Haugen stated he would like to revisit the subject of the mask mandate. He stated there are a lot of areas on that airport that have nothing to do with the TSA.

Darren Anderson, Assistant Director, was recognized and stated there are still a lot of questions and answers going back and forth regarding this directive.

Gen. Haugen stated it seems there are a lot of things implied in this directive but not a lot of specifics. He stated our employees need to know when and if they need to be wearing masks.

Chairman Lind read the following statement:

The Municipal Airport Authority of the City of Fargo, North Dakota will meet in Executive Session to receive an update regarding on-going discussions between designated representatives of the Authority and the City as those relate to the relationship between the two political subdivisions, including an amendment to the Memorandum of Understanding signed by the parties in January 2020. These discussions have financial implications and an open meeting of these discussions, strategy and direction by the Chairman and/or the Authority's attorney, would create an adverse fiscal effect on the bargaining position of the Authority.

This Executive Session has been authorized pursuant to North Dakota Century Code §44-04-19(9).

Ms. Linn moved the Airport Authority move into Executive Session.

Second by Mr. Engen.

All members present voted aye and the motion was declared carried.

Time at recess was 8:33 a.m.

The Executive Session began at 8:35 a.m. and ended at 9:40 a.m.

The Regular Meeting reconvened at 9:45 a.m.

Mr. Cosgriff now absent.

Chairman Lind stated during the Executive Session the MAA voted to work with the COF to amend the MOU and continue to negotiate with them as need. He stated we look forward to continuing our relationship with the City of Fargo.

Mr. Engen moved to adjourn the meeting of the Municipal Airport Authority until the next Regular Meeting to be held Tuesday, February 23, 2021.

Second by Gen. Haugen.

All members present voted and none voting nay the motion was declared carried.

Time at adjournment was 9:46 a.m.

Regular Meeting

Tuesday

February 23, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 23, 2021, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Haugen, Cosgriff (via zoom), Engen, Linn, Lind
Absent: None
Others: Bossart, Strand (via zoom)

Chairman Lind presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 9, 2021:

Mr. Engen moved to approve the minutes of the Regular Meeting of the Municipal Airport Authority held February 9, 2021.

Second by Linn.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$12,533.63:

Ms. Linn moved to approve the airport vouchers totaling \$12,533.63.

Second by Mr. Engen.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Meinecke Johnson:

Mr. Engen moved to approve the individual voucher in the amount of \$329,938.85 to Meinecke Johnson for Partial Payment Request #8 for general construction of the SRE Building Project.

Second by Ms. Linn.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Plains Mechanical:

Mr. Engen moved to approve the individual voucher in the amount of \$77,055.30 to Northern Plains Mechanical for Partial Payment Request #7 for mechanical construction of the SRE Building Project.

Second by Ms. Linn.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Rickard Electric:

Mr. Engen moved to approve the individual voucher in the amount of \$16,605.00 to Rickard Electric for Partial Payment Request #8 for electrical construction of the SRE Building Project.

Second by Ms. Linn.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel LLC:

Mr. Engen moved to approve the individual voucher in the amount of \$2,724.00 to Sixel LLC for passenger enplanement fees for January (Allegiant/Nashville - \$752.00, American/Phoenix - \$1,972.00).

Second by Ms. Linn.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$20,881.54 to Mead & Hunt for partial payment request for engineering services in connection with the Cargo Apron Expansion – Phase IV.

Second by Ms. Linn.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Updated Designated Signers for First International Bank & Trust Accounts:

Mr. Dobberstein stated with the change in Chair and Vice Chair we will need to update the designated signers for the First International Bank & Trust accounts. He stated those signers would be Shawn Dobberstein, Joan Stading, Erik Lind and Richard Engen.

Ms. Linn moved to designate Shawn Dobberstein, Joan Stading, Erik Lind and Richard Engen as signers for the accounts with First International Bank & Trust.

Second by Gen. Haugen.

Updated Designated Signers for First International Bank & Trust Accounts: (Continued)

On the call of the roll, members Haugen, Cosgriff, Linn voted aye.
Engen and Lind abstained.
The motion was declared carried.

Presentation by SP Plus Regarding Dynamic Pricing Program and Update on Parking Access and Revenue Control System:

Mr. Dobberstein introduced individuals joining via zoom:

Mr. Brad McAllister, Regional Manager, SP Plus
Mr. Jason Finch, Senior Vice President, SP Plus
Mr. John Wildman, VP of Business Development, Manchester Airport Group (MAG)

Mr. McAllister was recognized and stated his presentation today is on Dynamic Pricing, which was included in their proposal for the current contract. He stated they feel this is the appropriate time to implement dynamic pricing given the state of revenues and the effect of the pandemic on our business. He stated dynamic pricing gives us the ability to offer rates to customers online at a discounted rate but also allows us the opportunity to implement a solution that is contactless and allows for a touchless journey for the passenger. He stated looking back at revenues in 2020, April was the height of the impact on air travel and that month, which was the lowest month, we collected 5% of the revenue compared to the same month in 2019. He stated we have climbed our way back, being very much in line with other non-hub airports and in December and January we were back to about 40-45% year over year.

Mr. McAllister stated we looking for ways to generate new revenue that we did not receive before. He stated they did perform six on site surveys over the last three years and data showed 38% of passengers were dropped off at the airport and not parking a vehicle. He stated TNC usage has grown from 2% to 8% over those three years. He stated we have also noticed that folks are dropped off more frequently in the summer than in the winter, which are passengers taking advantage of additional service during summer months.

Mr. McAllister stated the whole point of dynamic pricing is giving us the flexibility of offering prices discounted from the established posted rated. He stated once a passenger's stay in the parking lot goes beyond three to six days it becomes an issue of cost and they will look at a different way to get to the airport. He stated that is the revenue we are trying to protect.

Mr. McAllister stated they have partnered with a company called Manchester Airport Group who has a lot of experience in Europe with airports they manage in the UK. He stated European passengers are very used to booking their parking when they book their flight. He stated MAG now has a number of airport customers in the US (Ontario, Burbank, and Houston). He stated they are starting to see smaller airports like Fargo coming on as well and capturing those passengers who are willing to book their parking online. He stated they believe these are customers that were not parking at the airport before.

Presentation by SP Plus Regarding Dynamic Pricing Program and Update on Parking Access and Revenue Control System: (Continued)

Mr. McAllister stated there will be a reservation widget placed on the home page and the customer would then enter their parking dates and the system will show dynamic prices for each lot. He stated the discounts are based on how far in advance you book your stay and the length of your stay. The customer then gets a code sent to their phone or they can print out a bar code which is presented as you enter the lot and you pre-pay online.

Mr. McAllister stated MAG would install six (6) bar code readers and they would have an opportunity to recoup their costs as part of the revenue they would collect from the online reservations over the course of the contract. He stated if the service is terminated or the agreement ends before the cost of the readers is reimbursed the MAA will have the option of paying for the remaining cost of the devices or have MAG remove them from the location.

Mr. McAllister gave details on the case study done at Burbank CA, and the results of dynamic pricing. He stated very quickly they saw the average stay went from two days to more than seven days and the average transaction value increased by 85%. He stated they also did a license plate recognition (LPR) study and 81% of the bookings not been recorded in the LPR system previously.

Mr. McAllister reviewed how MAG would receive their commission. He stated the customer would have to exceed the established stay duration. He stated they have determined the average stay at each of the lots at Fargo based on 2019 data. He stated in 2019 the average stay in the Long Term Lot was 4.29 days. He stated in order for MAG to receive a commission on that transaction the customer needs to stay beyond the average stay duration. He stated this is how we protect ourselves and make sure we are not cannibalizing the revenue and not discounting customers that were already parking at the airport. He stated there are credit card fees as well and he presented some data on that.

Mr. McAllister stated this is an opportunity to capture revenue we are not currently capturing, which will certainly help the state of revenue and the challenges of the pandemic put on our facility. He stated they also believe it will improve the customer experience.

Mr. McAllister stated as far as the parking access and revenue control system. He stated the existing system is well over 15 years old and some of it is older than that. He stated we have gotten a lot of use out of the system but it has become costly to maintain and parts are getting harder to find. He stated they believe now is the time to discuss replacing the equipment. He stated they did get quotes from three vendors and they are looking closely at two of the vendors. He stated their recommendation is TIBA, but they are still working on getting the best recommendation for the system.

Mr. Finch stated he wanted to clarify that the rate the customer will receive through dynamic pricing will be much like airline reservations and how far out they are booked, but it will also depend on supply and demand. He stated when there is low activity and low volume they will be able to offer better pricing. He stated they will not always be able to offer discounted rates if the lots are full. He added that the MAA will always retain full control of pricing while working with SP Plus and MAG.

Mr. Finch stated they foresaw dynamic pricing coming years ago and so they created this strategic relationship with Manchester Airport Group and have been talking with airports about this for years.

Presentation by SP Plus Regarding Dynamic Pricing Program and Update on Parking Access and Revenue Control System: (Continued)

Mr. Cosgriff asked if we would have to advertise this and request proposals since this an additional vendor tucked under an existing vendor.

Mr. McAllister stated this was part of their proposal submitted in 2018 for the new contract term effective 1/1/2019, and they identified MAG as their proposed solution provider for dynamic pricing.

Mr. Dobberstein stated that is correct. He stated MAG is SP Plus's partner in their dynamic pricing program. He stated the other companies submitting proposals did not include dynamic pricing in their proposals and he is not certain they had any knowledge of dynamic pricing. He stated the others had the opportunity to include this in their proposal but SP Plus was the only one who offered it. He stated this was included in the proposal and he would recommend moving forward with the dynamic pricing program as proposed.

Ms. Linn stated after thorough review of those proposals in 2018, one of the things that really stood out to her as an example, in addition to dynamic pricing, was the offer from SP Plus to provide a shuttle bus from long term parking at no cost for the first two years. She stated that was not requested in the RFP but that was offered and made their proposal more competitive.

Mr. Finch stated there was a section in the RFP that allowed you to address your technological advancements and customer initiatives that would enhance the revenue stream and the customer experience. He stated these two items were not specifically called out but this section gave proposers the opportunity to address those.

Chairman Lind stated we have a number of large employers in the community that require their employees to use TNCs and they will not reimburse for parking at the airport. He asked how those employers would be reached with this plan.

Mr. Wildman reviewed their digital/technical marketing program and what they provide.

Mr. Dobberstein stated notifying the corporations in the community will be a simple process through The Chamber and the GFMEDC so that is not an issue.

Mr. Finch stated that there is a 30 day out convenience clause if this dynamic pricing service does not work for the MAA. He stated they are bringing this to Fargo because they know that there is a huge opportunity for new revenue at this airport because four out of every ten customers aren't parking their cars at the airport.

Mr. Cosgriff stated that our back side risk is really the \$30,000 for the bar code scanners if the revenue is not sufficient to pay that back.

Mr. Finch stated the purchase of the bar code scanners will also reduce the investment on the new equipment side because you are going to need bar code readers to do touchless payments as people will continue to want that. He stated the bar code readers will be necessary anyway. He stated he feels there is very little, even no risk associated with this.

Ms. Linn asked if MAG collects the email addresses of the customers and if they can opt out of other advertising. She also asked if the MAA would have access to that contact information.

Mr. Wildman stated the customer will have the choice to opt "IN" for future marketing. He stated the MAA would have access to that information.

Presentation by SP Plus Regarding Dynamic Pricing Program and Update on Parking Access and Revenue Control System: (Continued)

Mr. McAllister stated customers will also be able to purchase additional services, such as reserved parking. He stated they also plan to work with the restaurant to make offers on the widget.

Ms. Linn stated she thinks that cross marketing is important in helping all of the vendors at the airport.

Gen. Haugen moved to approve the Dynamic Pricing Program as presented by SP Plus in partnership with Manchester Airport Group.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Haugen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Mr. Dobberstein asked Mr. McAllister and Mr. Finch to have some pricing information on equipment replacement at our next meeting. He stated the idea is that we would reimburse SP Plus through the current management contract. He stated the MAA could advertise and take proposals on the equipment but the problem with that is we could get proposals from vendors who have equipment that would not work in our climate.

Mr. Finch stated they will come back to the board with some firm numbers so this can be addressed before we see a full recovery of travel.

Mr. Dobberstein asked how SP Plus typically handles equipment replacement at airports with which they have a management contract.

Mr. McAllister stated most airports prefer a procurement process as it is a little less cumbersome and there is a little more control over some of the points Mr. Dobberstein addressed. He stated it should not be based on low bid only. He stated they should be able to bring in relevant experience and a proven track record.

Mr. Cosgriff stated he just wants to make certain we have purchasing policies and that we follow them for all procurements. He stated his argument is not with SP Plus.

Chairman Lind stated the MAA does have purchasing policies and Mr. Dobberstein again provided them to us with our agenda packet for this meeting. He stated he would be happy to discuss them with Mr. Cosgriff at a later time.

Receive Communication from Clear Channel Airports to Extend Their Concession Agreement:

The communication dated February 18, 2021, from Thaddeus Glenn, Senior Airport Development Director, Clear Channel Airports, was received and filed without objection.

Mr. Dobberstein stated Mr. Glenn is joining the meeting via zoom. He stated our contract with Clear Channel expires April 15, 2021 and they are requesting a five year extension through April 14, 2026.

Mr. Glenn was recognized and gave a short presentation on the advertising program at Hector International Airport. He stated he was the project manager that installed the program currently in place. He stated Clear Channel and Hector Airport have been partners since 1996. He stated they recognize that airports are the gateway to the community and Clear Channel provides a custom community showcase program.

Receive Communication from Clear Channel Airports to Extend Their Concession Agreement:
(Continued)

Mr. Glenn stated in 2016 they installed a state of the art digital network in the terminal at a cost of \$184,000. He stated they are prepared to replace all of the digital displays so they are ready to be in working order for the next five years.

Mr. Glenn stated Hector Airport did better than the national average as far as boardings and Clear Channel in Fargo had a 9% increase over 2019, despite the decreased boardings. He stated he attributes that to their sales force that is engaged with local businesses, the long term contracts we have with advertisers, and the fact that Fargo is a community that supports its airport. He stated nationally Clear Channel lost 50% of their sales in 2020. He stated they had to make a lot of cuts in their company in order to shore up their business. He stated one of the results is that they are not in a position to respond to any Requests for Proposals. He stated if they are not successful in getting an extension the long term contracts with the current advertisers would also expire.

Cosgriff now absent.

Mr. Glenn stated they are requesting a five year extension to manage through the most vulnerable time in aviation history.

Chairman Lind stated we have been using Clear Channel for many years the world has changed a lot in the last twelve months. He has been approached by two different companies who would be interested in the advertising contract at Hector Airport. He stated he would not be in favor of granting a five-year extension. He stated if Clear Channel is not able to respond to RFPs that is their business. He would like to see us put out an RFP or grant a limited extension. He stated he does not want to limit our opportunities for growth because one company does not want to respond to an RFP.

Mr. Engen asked what type of equipment/technology they are proposing and what would be the timeframe.

Mr. Glenn stated they are proposing to replace five 82" digital displays and that would be done in October 2021 at a cost of \$23,000. He added the fact that they would not be able to respond to a RFP was not meant to be a challenge. He stated it is not that they don't want to, it is that they are incapable of responding. He stated they would be open to an extension of any length.

Ms. Linn stated as a person who has written dozens of RFPs she can understand their position and empathize with them. She stated she can see both sides and would like to consider something less than five years.

Gen. Haugen stated he would be in favor of a RFP simply because it has been a long time. He stated there may be some local companies who would be capable.

Chairman Lind stated it is not that he has a bias against any vendor but he sees this as a long term contract that needs to change.

Mr. Dobberstein stated Clear Channel has invested hundreds of thousands of dollars in the program over the years.

Mr. Engen stated his concern about making a change is the fact that Mr. Glenn clearly stated that the contracts with the current advertisers will end and those would have to be recreated. He stated it the current environment companies are more than likely going to review those contracts.

Receive Communication from Clear Channel Airports to Extend Their Concession Agreement:
(Continued)

He added that he is concerned we may lose some of those contracts.

Gen. Haugen asked if the contract is up in April would we have time to request proposals.

Mr. Dobberstein stated there would not be time to accomplish that.

Gen. Haugen suggested we grant an extension of some length and then look at the RFP process when the travel industry returns.

Ms. Linn stated she would agree.

Mr. Engen moved to extend the contract with Clear Channel Airports for a minimum period of 12 months, with the understanding that there will be a review and possible RFP thereafter.

Second by Ms. Linn.

On the call of the roll, members Haugen, Engen, Linn, Lind voted aye.

Absent and not voting: Cosgriff

The motion was declared carried.

Chairman Lind asked that we look at putting out an RFP in November.

Mr. Dobberstein stated we can do that but he does not think one year will be enough time to fully recover from the pandemic.

Received Update on US Customs and Border Protection Technology Upgrade Project:

Mr. Dobberstein stated we have been discussing the matter of a technology upgrade in the US Customs office. He stated one of the requirements of the agreement was to be reimbursed for phone service back to 2013. He stated he and Attorney Bossart have had numerous phone calls with the Customs representatives regarding negotiating out the claw back clause to recoup phone costs back to 2013. He stated that clause was removed.

Mr. Dobberstein stated he has signed an agreement accepting the proposal for \$26,802 for equipment and services, which is our responsibility. He stated this cost is down from the initial estimate of \$50,000. He stated there will be annual recurring service costs estimated to be \$5,729, which may be somewhat less. He stated this is basically the cost of the monthly fiber. He stated we are still working out details on how that will be paid. He stated this is our responsibility and without this the US Customs office would close.

APEC Update:

Ms. Linn stated the APEC met on February 16, which we thought would be our last meeting for the current assignment, but the committee will be meeting again this Friday, February 26.

Received Update Regarding Property Sale to Mathern:

Attorney Bossart stated she does not have any progress to report on this sale. She stated we are getting there.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and gave a brief update on the progress of the SRE Building Project and the addition to the existing building. He stated we are still looking at a completion date at the end of March.

Chairman Lind to Discuss Strategic Planning:

Chairman Lind stated all of his military leadership training has taught him that when you are put in a position of authority you set your expectations and your vision and you set the way those will be accomplished. He stated each member of this board is a successful person and everyone has outstanding traits and he looks at each person to bring something different to the table. He outlined some of his expectations of the board members:

Come to the meetings prepared. He added we all have busy lives but he wants us to do our due diligence.

We all have different ways of seeing things but we need to get in sync with each other and get on board and play for Team Airport. He stated all other lingering outside loyalties or other teams you have played for in the past need to be left behind, even though those things have made you who you are. He stated this is meant to alleviate any biases or loyalties that don't belong at this table.

Be open minded. He stated he wants us to put our thoughts on the table but be open to hearing other people's thoughts. Come in with an open mind and bring view together.

Be pragmatic. He would like us to work together to find answers and solutions. Anyone can look at something and say it won't work but finding fault in something isn't a skill set he values. We can find fault in something but then work to find a solution. If you find a problem, bring the solution along with it.

Be decisive. At times we are afraid of making mistakes and table conversations for a much later date. He stated we need to make the best decision we can with the information we have on hand.

Get your ideas on the table and let us have thoughtful discussions and thoughtful disagreements to come to a useable conclusion. He stated once a motion has been passed the debate is over. We are back on one team, one mentality. Take our conclusion and the course we have taken and continue to evaluate our decision and make any course corrections as necessary.

He added this is meant to bring everyone together and not to alienate anyone. If we work together we will come up with great ideas.

Ms. Linn stated she would like to see "board norms" in writing. She stated expectations may not be the correct word and that is why she used "norms." She added that she feels Chairman Lind's thoughts are great.

Other Business:

Mr. Dobberstein stated we have provided Dakota Allied Properties a draft lease for the Bemidji Aviation maintenance hangar in the cargo area. He stated we have not heard back from them.

Mr. Dobberstein stated on February 13 the FAA notified us of two additional CARES related grants (Coronavirus Response and Relief Supplemental Appropriation Act). He stated one is for \$102,970 to offset minimum annual guarantee losses. He stated we approved a waiver for Budget and we believe we can go back to the waiver to SP Plus for the months of April, May and June of 2020. He stated the other is for \$3,575,842 to be used for “costs related to operations, personnel, cleaning, sanitization, and janitorial services combatting the spread of pathogens at the airport and debt service payments.”

The Municipal Airport Authority of the City of Fargo, North Dakota will meet in Executive Session to receive an update regarding on-going discussions between designated representatives of the Authority and the City as those relate to the relationship between the two political subdivisions, including an amendment to the Memorandum of Understanding signed by the parties in January 2020. These discussions have financial implications and an open meeting of these discussions, strategy and direction by the Chairman and/or the Authority’s attorney, would create an adverse fiscal effect on the bargaining position of the Authority.

This Executive Session has been authorized pursuant to North Dakota Century Code §44-04-19(9).

Ms. Linn moved to adjourn to executive session.

Second by Gen. Haugen.

All members present voted aye and the motion was declared carried.

Time at recess was 9:30 a.m.

The Executive Session began at 9:34 a.m. and ended at 10:09 a.m.

The Regular Meeting reconvened at 10:12 a.m.

Chairman Lind stated the MAA met in Executive Session and read the statement regarding the purpose for the session. He stated the MAA met in executive session to discuss continued negotiations between designated representatives of the MAA and the City of Fargo regarding a proposed amendment to the Memorandum of Understanding.

Mr. Engen moved to adjourn the meeting of the Municipal Airport Authority until the next Regular Meeting to be held Tuesday, March 9, 2021 at 8:00 a.m.

Second by Ms. Linn.

All members present voted aye and the motion was declared carried.

Time at adjournment was 10:14 a.m.

Regular Meeting

Tuesday

March 9, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 9, 2021 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Haugen, Engen, Cosgriff (via zoom), Linn, Lind
Absent: None
Others: Bossart, Strand (via zoom)

Chairman Lind presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held February 23, 2021:

Ms. Linn moved to approve the minutes of the Regular Meeting of the Municipal Airport Authority held February 23, 2021.

Second by Mr. Engen.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$13,497.15:

Mr. Engen moved to approve the airport vouchers totaling \$13,497.15.

Second by Ms. Linn.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Ms. Linn moved to approve the individual voucher in the amount of \$17,906.41 to Flint Communications for partial payment request for 2021 Airport Marketing Program.

Second by Mr. Engen.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Ms. Linn moved to approve the individual voucher in the amount of \$2,710.00 to TL Stroh Architects for partial payment request for architectural services (Construction Administration) for the SRE Building Project.

Second by Mr. Engen.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Ms. Linn moved to approve the individual voucher in the amount of \$320.00 to TL Stroh Architects for partial payment request for architectural services (construction material testing) for the SRE Building Project.

Second by Mr. Engen.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Meinecke-Johnson:

Ms. Linn moved to approve the individual voucher in the amount of \$63,200.00 to Meinecke-Johnson for Partial Payment Request #9 for general construction of the SRE Building.

Second by Mr. Engen.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Meinecke-Johnson:

Ms. Linn moved to approve the individual voucher in the amount of \$80,300.00 to Meinecke-Johnson for Partial Payment Request #9A for general construction of the SRE Building.

Second by Mr. Engen.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Plains Mechanical:

Ms. Linn moved to approve the individual voucher in the amount of \$84,168.00 to Northern Plains Mechanical for Partial Payment Request #8 for mechanical construction of the SRE Building Project.

Second by Mr. Engen.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Plains Mechanical:

Ms. Linn moved to approve the individual voucher in the amount of \$11,565.00 to Northern Plains Mechanical for Partial Payment Request #8A for mechanical construction of the SRE Building Project.

Second by Mr. Engen.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Rickard Electric:

Ms. Linn moved to approve the individual voucher in the amount of \$17,915.17 to Rickard Electric for Partial Payment Request #9A for electrical construction of the SRE Building.

Second by Mr. Engen.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Rickard Electric:

Ms. Linn moved to approve the individual voucher in the amount of \$1,438.63 to Rickard Electric for Partial Payment Request #9B for electrical construction of the SRE Building.

Second by Mr. Engen.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Request from Fargo Air Museum for Sponsorship of Event:

The communication from the Fargo Air Museum dated February 25, 2021, was received and filed without objection.

Mr. Dobberstein stated the Fargo Air Museum will be holding their annual Spring Fund Raising Event and are requesting a sponsorship of \$2,500.00. He stated this is the level at which the Airport Authority has participated in the past.

Gen. Haugen moved to approve the sponsorship of the Fargo Air Museum Annual Spring Fund Raising Event at the \$2,500.00 level.

Second by Mr. Engen.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Receive and File CY2020 Passenger Facility Charge Audit:

Mr. Dobberstein stated EideBailly conducted the annual audit on our PFC program and the report stated that they have audited the MAA's compliance with the types of compliance requirements described in the Passenger Facility Charge Audit Guide for Public Agencies, issued by

Receive and File CY2020 Passenger Facility Charge Audit: (Continued)

the FAA that could have a direct and material effect on the airport's PFC program for the year ended December 31, 2020. The report contained no audit findings. He stated this report has been sent to the FAA.

Ms. Linn moved to receive and file the audit report from EideBailly for the year ended December 31, 2020.

Second by Gen. Haugen.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Receive Update Regarding Property Sale to Mathern:

Attorney Bossart was recognized and stated she is still waiting on the abstract for this property from the abstract company and she is going to talk to them today. She stated she is also going to discuss with them the abstracts for other airport properties. She stated she is determined to locate the abstracts for all properties owned by the MAA. She stated she has asked staff at City Hall about abstracts but they do not seem to have any knowledge of them.

Mr. Dobberstein stated we have all of Attorney Gary Stewart's files regarding the airport and with each property purchase he was careful to create a paper trail indicating that the abstracts were sent to the City of Fargo for safe keeping.

Attorney Bossart stated the COF does have a list of abstracts but she did not see the airport properties on that list. She stated when the abstracts are found, does the board want to keep them with the abstract company or in the MAA office?

Attorney Bossart stated the purchase agreement for the Matherns is ready to go, we are just waiting for the abstract.

Mr. Engen moved that for the benefit of the Matherns we proceed with signing the purchase agreement and include language pertinent to the receipt of abstract and conveyance thereafter.

Second by Ms. Linn.

All members present voted aye and the motion was declared carried.

Ms. Linn stated she thinks we should check with the COF again to make certain they don't have them.

Mr. Engen suggested creating a list of the properties and again review the list with the COF. He stated if they do not have them then we need to start the process of obtaining abstracts for each property.

Received Preliminary CY2020 Statement of Operations and Airport Improvement Fund Activity Report:

Mr. Dobberstein distributed and reviewed the CY2020 Statement of Operations and the Airport Improvement Fund Activity Report. He stated the audit has not yet been completed so there may be some changes in the final totals, but they should not be major changes. He added that he also created a revenue/expense comparison for years back to 2014.

Authorized Purchase of Oshkosh H-Series Snow Removal Equipment via HGAC Buy Cooperative Purchasing Program:

Mr. Dobberstein stated with the expansion of the cargo ramp this year we will be adding 15 acres of concrete. He stated the amount of time our staff will spend on that cargo ramp will require three operators on various equipment during snow events, in addition to the air carrier ramp. He stated in order to provide timely and safe service we can purchase an additional Oshkosh truck, which is compatible with our other equipment, through the Houston Galveston Consortium (HGAC). He stated Darren Anderson has been working with the Oshkosh representatives to get us penciled in for delivery of a truck before next winter. He stated the cost, which could change slightly due to radio systems, is \$593,136.00. He stated we may want to purchase the radios locally for installation locally. He stated these would be local funds which would be used to purchase this piece of equipment and we would then add it to a future PFC application. He stated we are also able to request funds from the state's program through the ND Aeronautics Commission.

Mr. Dobberstein stated there is another public consortium in Minnesota (Sourcewell), which we have also purchased equipment from but HGAC was the least expensive for the equipment we need.

Mr. Cosgriff asked if this complies with our purchasing policy.

Mr. Dobberstein stated it does comply as it is publicly bid. He stated this is a public consortium through which we have purchased for many years. He stated if we need to amend our purchasing policy to specifically name consortiums we can do that. He stated he knows the COF purchases busses through this same process.

Mr. Cosgriff stated the ability to buy off a state bid does not preclude you from going out for bids. He stated he feels it would be more of the staple items that would be purchased from a state bid rather than an expensive piece of equipment like this.

Mr. Dobberstein stated we have some other loaders that will need to be replaced as well that could be purchased in this same manner.

Mr. Cosgriff stated he read through the MAA purchasing policy and it does not seem to address that. He stated we either need to follow the policy or amend the policy.

In answer to question from Mr. Engen, Mr. Dobberstein stated all of our plow trucks and brooms are Oshkosh.

Mr. Engen stated is that because maintenance is consistent and you are not educating mechanics on an entire set of tooling.

Mr. Dobberstein stated it is for maintenance consistency and operator training.

Mr. Cosgriff stated he is just not comfortable that we are within our purchasing policy.

Mr. Engen stated Mr. Cosgriff's question is a good one and he had the same question when first coming on the board but the matter was answered years ago.

Mr. Engen moved to amend the purchasing criteria to include the public bid lists available to us in multi-state or single state operations for pieces of equipment specific to operations of the airport.

Second by Ms. Linn.

After further discussion Chairman Lind stated he is not going to call for a vote on the motion and asked that it be tabled for a future meeting.

Mr. Engen withdrew his motion.

Authorized Purchase of Oshkosh H-Series Snow Removal Equipment via HGAC Buy Cooperative Purchasing Program: (Continued)

Gen. Haugen moved to authorize the purchase of an Oshkosh H-Series H2926 Chassis with XP5024-TRI Snow Plow and UBS12 Underbody Scraper through HGACBuy at a cost of \$593,136.00.

Second by Ms. Linn.

On the call of the roll, members Haugen, Engen, Linn, Lind voted aye.

Cosgriff voted nay.

The motion was declared carried.

Ms. Linn suggested a couple of the board members get together and review the purchasing policies and come up with some ideas to present at the next meeting. She stated Mr. Cosgriff might like to be one of those members.

Chairman Lind stated he would like to see each of the board members review the purchasing policy and we can address it at our next meeting as a whole group. He stated each of the board members will be provided with a copy of the current policy.

Mr. Dobberstein stated even though the policy was adopted in 2010 it has been reviewed since then but there has been no need to revise it. He agreed we could take a look at increasing the bottom thresholds but as far as the top numbers we are required to follow federal guidelines and they are set.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh, was present on the zoom meeting but audio was not available.

Mr. Darren Anderson stated all of the concrete in the SRE Building Project has been poured. He stated the addition to the existing building is being painted. He stated he thinks the new building is about 95% complete. He stated they are finishing the smaller areas such as the breakroom and restrooms. He stated it looks like the new building should be wrapped up by the end of the month and then just a few more weeks on the addition to the existing building.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated he has nothing to report on the cargo apron expansion. He stated Northern Improvement was going to be assessing the site today and see how the drainage has been.

Other Business:

Mr. Dobberstein stated that our long-time air service consultant, Mr. Mark Sixel, Sixel LLC, passed away unexpectedly. He did a lot of work for this community and his other clients across the country. He stated Mr. Sixel engaged the business community to gather vital data. He stated we are going to need to continue to get that data so he is going to check into an interim provider until we are able to come up with a permanent solution. He stated Mr. Sixel was the only employee of Sixel LLC. He stated he will gather some information on interim possibilities to provide this service and report back to the board.

Other Business: (Continued)

Chairman Lind stated he is proud to announce that Hector International Airport has been named the 2020 Commercial Service Airport of the Year by the North Dakota Aeronautics Commission and presented the plaque commemorating the award.

Chairman Lind read the following statement:

The Municipal Airport Authority of the City of Fargo, North Dakota will meet in Executive Session to receive an update regarding on-going discussions between designated representatives of the Authority and the City as those relate to the relationship between the two political subdivisions, including an amendment to the Memorandum of Understanding signed by the parties in January 2020. These discussions have financial implications and an open meeting of these discussions, strategy and direction by the Chairman and/or the Authority's attorney, would create an adverse fiscal effect on the bargaining position of the Authority.

This Executive Session has been authorized pursuant to North Dakota Century Code §44-04-19(9).

Mr. Engen move to adjourn to Executive Session.

Second by Ms. Linn.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Time at recess was 8:55 a.m.

Cosgriff now absent.

The Executive Session began at 8:58 a.m. and ended at 9:30 a.m.

The Regular Meeting reconvened at 9:31 a.m.

Chairman Lind stated that during the Executive Session the board agreed to continue to give Attorney Bossart and the Executive Director authorization to negotiate with the City of Fargo on the MOU.

Mr. Engen moved to adjourn the meeting until the next Regular Meeting to be held Tuesday, March 23, 2021.

Second by Ms. Linn.

All members present voted aye and the motion was declared carried.

Time at adjournment was 9:32 a.m.

Regular Meeting

Tuesday

March 23, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 23, 2021, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Haugen, Cosgriff, Engen, Linn, Lind
Absent: None
Others: Bossart, Strand (via zoom)

Chairman Erik Lind presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 9, 2021:

The minutes of the Regular Meeting of the Municipal Airport Authority held March 9, 2021, were approved without objection.

Approved the Airport Vouchers Totaling \$55,740.24:

Gen. Haugen moved to approve the airport vouchers totaling \$55,740.24.
Second by Ms. Linn.
On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$4,070.00 to Mead & Hunt for partial payment request for engineering services in connection with the Street and Apron Lighting Upgrade Project.

Second by Ms. Linn.
On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$9,321.73 to Mead & Hunt for partial payment request for engineering services in connection with the Cargo Apron Expansion – Phase IV.

Second by Ms. Linn.

On the call of the roll, members Haugen, Cosgriff, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received February 2021 Passenger Report:

Mr. Dobberstein distributed the February 2021 passenger report. He stated YTD through February we are down 52.5% and February 2021 vs. 2020 we are down 47.4%, which is tracking with the national trends. He also provided the ND Aeronautics Commission's report for the eight commercial service airports in the state.

Discussed Proposed Update to the MAA Purchasing Policy:

Mr. Dobberstein stated the board reviewed the proposed purchasing policy at the last meeting and the changes discussed have been incorporated into this updated draft and asked for comments.

Mr. Cosgriff stated he would not call out a specific group by name within a policy, but rather describe the purchasing group. He stated as we transition to our own accounting system we will need to include a fixed asset addition requirement within the purchasing policy. He stated he does not know why we don't just use the same policy the City of Fargo has adopted.

Chairman Lind stated he received a copy of the COF's policy and it was 18 pages. He stated he does not think we need to make it that complicated. He stated we are our own political subdivision and we have the flexibility to include the things that would apply to us and leave out those that do not apply to us. He stated he is not in favor of adopting the entire COF policy. He stated we can certainly add some appendices.

Gen. Haugen stated he is in favor of saving money and giving equal opportunity to businesses to sell to us. He stated in the recent past, because of our purchasing policy, we were able to save in excess of \$100,000 on the purchase of a motor grader. He stated he is much more interested in the outcome for the citizens than the process. He stated we can make the process cumbersome and bureaucratic and end up spending a lot more money.

Chairman Lind stated he likes the addition of the Sole Source Procurement and the Emergency Purchases. He stated he also likes the idea of the piggyback procurement.

Mr. Cosgriff stated we also need to stay in alignment with the federal requirements. He stated a policy is to make certain we meet all requirements and is intended to justify what has been done.

After further discussion, Chairman Lind summarized that we will add appendices for the sole source procurement form and a fixed asset addition form and bring back the revisions to the board at the next meeting.

Received and Approved Proposed Contract from Mead & Hunt for Phase I Airport Property Environmental Clearance Review for Future Project Development Areas:

The proposal from Mead & Hunt for Property Environmental Clearance Proposal for Future Projects dated January 29, 2021, was received and filed without objection.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated whenever there is a proposed project on airport property, whether it be an MAA project or a private project, the FAA requires a level of environmental clearance. He stated if the MAA is doing a construction project on the airport that environmental work would be part of the engineering contract. He stated if a private entity comes to the MAA with a request, for example, to construct a hangar and if it is a project they are looking to expedite, the environment approval process often takes a long time and delays the approval and start of a project. He stated he and Mr. Dobberstein have been in discussion with the FAA on how that problem can be alleviated. He stated the outcome of that discussion was to do a stand-alone environmental project to clear certain areas of the airport. He stated we have identified areas on the airport that have been previously cleared from an environmental aspect, and areas that are seen as priority areas for development in the next five years. He stated this proposal would include doing all of the field work for environmental clearance. He stated the price for the work under this proposed contract is \$68,840.

Mr. Klein stated this proposal does not include any services that would result from findings as a result of the archaeological survey or the wetland delineation portion of the field studies.

Mr. Dobberstein stated the most urgent area is the north general aviation area. He stated he sees some areas that are not included on this map and he would like to revise the map and bring it back to the board for approval.

Receive and Approve Proposed Request for Proposals for Professional Employer Organization Services:

The proposed Request for Proposals for Professional Employer Organization Services was received and filed without objection.

Mr. Dobberstein stated he updated the public notice we put out in 2019 for Professional Employer Organization Services. He stated with the board's approval we will get the advertisement to The Forum by Friday in order to stay on the schedule in our transition plan. He stated the ad will run for two weeks and proposals will be due by April 14. He stated the board will then officially receive the proposals at our meeting on April 27 with the plan to award a contract at our meeting on May 11.

Mr. Dobberstein stated at our next meeting he intends to have the representative from Hays Companies, Mr. Jon Heath, introduce himself. He stated Hays is managing the North Dakota Public Health Insurance Trust.

Mr. Engen asked if everything is in line for the COF to allow Blue Cross and Blue Shield to provide the history required for the airport employees.

Attorney Bossart stated it is included in our Term Sheet and the COF is more than willing to cooperate in that effort.

Ms. Linn stated she would like for us to make that request in writing and get a written response from the COF.

Receive and Approve Proposed Request for Proposals for Professional Employer Organization Services: (Continued)

Mr. Dobberstein stated that should be a fairly easy process as BC/BS also administers the NDPHIT.

Ms. Linn moved to approve the Request for Proposals for Professional Employer Organization (PEO) Services and that we advertise for the required time.

Second by Mr. Engen.

On the call of the roll, members Haugen, Clark, Engen, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Update on SP Plus/MAG US Parking Dynamic Pricing Project:

Mr. Dobberstein stated he and Attorney Bossart have reviewed a subcontract between SP Plus and MAG US Parking Management LLC. He stated they made a number of changes.

Attorney Bossart stated the substantive change she proposed was to not take their ability to bring a cause of action against each other and they accepted that change. She stated they also accepted the change of the percentage from 27% to 25%.

Mr. Dobberstein stated he will provide the board members with copies of the updated agreement for review.

Mr. Engen asked if the metadata gathered will be the property of the MAA.

Attorney Bossart stated she believes it will be the property of the MAA but she will confirm that and report back to the board.

Mr. Engen stated he would like to see a statement that the metadata belongs to the MAA and we will control the ability to dictate how it is used.

Discussed Parking Access Revenue Control System (PARCS) RFP Process:

Mr. Dobberstein stated we recently discussed the need to replace the equipment in the parking lots. He stated Jason Finch and Brad McAllister, SP Plus, have sent us an RFP format they created for use in the bid process for the replacement of the access revenue control equipment. He stated SP Plus is acting as our agent, much like our engineering firm would do. He stated SP Plus estimates the cost of this equipment will be \$390,000. He stated he hopes to have that for the board's approval at the next meeting. He stated SP Plus will be an integral part of this process as they are familiar with all of the vendors of this type of equipment and know which equipment will stand up in our climate.

Mr. Dobberstein stated the exit booths in the parking lot are original from 1986 and have outlived their usefulness. He stated this RFP could also include replacement of those booths. He stated replacement of those booths may trigger updated building codes so he has put SP Plus in contact with TL Stroh Architects for their expertise in that area. He stated we may want to look at something more like a parking exit plaza so the process could be bigger than just replacing the booths. He stated SP Plus will retain the services of TL Stroh Architects to help them through the process as far as building codes, etc.

Discussed Parking Access Revenue Control System (PARCS) RFP Process: (Continued)

Mr. Terry Stroh, TL Stroh Architects, was recognized (via zoom) and stated we are probably looking at the need to meet handicapped accessible codes in the booths. He stated insulation and weatherization will be another major issue.

Mr. Dobberstein stated this was just an update. He will have more information for the board at the next meeting.

Chairman Lind stated when he looks at the airport experience for our passengers, from the time they arrive to the time they leave, he looks at what we can fix. He stated the parking experience is broken right now and is long overdue for an upgrade on the equipment

Receive Draft Internal Operation Transition Plan:

The draft internal operation Transition Plan was received and filed without objection.

Mr. Dobberstein distributed copies of the plan and stated he made some slight revisions from the last version. He stated this is what we will submit to the City Commission and asked for input from the board members.

Ms. Linn asked if we will need input from Flint Communication on the requirement for recording MAA meetings.

Mr. Dobberstein stated we are currently recording the meetings via zoom and that should meet the requirement for making viewing of our meetings available to the public. He added we may need to add some technology as far as additional cameras.

Mr. Cosgriff thanked Mr. Dobberstein for his work on this transition plan as this is a monumental task. He stated this is also a rare opportunity to have the ability to pause and think about what happens down the road. He asked if we want to think about a consultant to look at the work flow from top to bottom and the pieces we will be picking up from the COF. He stated this would be a look at the overall system and the entire operation. He stated he knows we are under time constraints but we may want to look at this opportunity. He stated we might want to discuss whether we hire outside services or if there is a need to create staff positions. He stated he would also like to see an estimated cost by each line item in the transition plan. He stated some may be negligible but we will have some idea. He stated we are doing RFPs for some of the services but not on others and he asked why.

Mr. Dobberstein explained that we would not need an RFP for accounting and tax services as we established a relationship with a firm during the previous attempt at this process in 2019 and the proposed costs were well within our purchasing policy so there was no need for an RFP. He stated this firm (Balance Tax and Accounting) was selected at the recommendation of the COF's audit firm, EideBailly. He stated as far as the software, we did a lot of background investigation with other airports and most of them use QuickBooks.

After further discussion, Mr. Cosgriff moved to draft a Request for Proposals for accounting services and software support.

Motion failed for lack of a second.

Receive Draft Internal Operation Transition Plan: (Continued)

Chairman Lind stated this is a good start on the transition plan.

Mr. Dobberstein stated this is due to the COF by April 15 so any changes should be made as soon as possible.

Mr. Engen stated he thinks we should make certain the telephone numbers for the airport be released by the City of Fargo.

Mr. Cosgriff stated he would like to look at the workflow and see if we need to add any staff positions vs. using contract providers.

Ms. Linn stated the studies we have had done by ADK Consultants have shown the efficiency of the operation of this airport. She stated there were other airports included in the studies that are smaller, have larger staffs and much higher overhead. She stated she has no problem with taking a look at workflow, but there are so many good things about the way we have been doing things.

Received 2021 Airports United (AAAE/ACI) Legislative Priorities:

The 2021 Airport Legislative Priorities report on various issues from AAAE/ACI was received and filed without objection. He stated this information is also provided to our legislative representatives. He stated these updates are provided periodically throughout the year.

Received Airport Association of North Dakota Legislative Update:

The AAND Legislative Update No. 5 dated March 19, 2021, was received and filed without objection.

Mr. Dobberstein reviewed the highlights issues such as the loan program bonding bill with the Bank of North Dakota, SIRN Radio, Transportation Network Companies, airline taxation issue, eminent domain, etc.

Mr. Dobberstein stated the passage of SB2149 (TNC) will allow airports in the state to enter into agreements with TNCs to collect fees. He stated we will work with the other commercial service airports in cities in the state with TNCs to arrive at some consistency.

Ms. Linn stated she feels another parking survey would be valuable since we were not able to conduct those surveys in 2020 due to the pandemic. She stated those surveys give us a good idea of what our passengers want and how we can best serve them.

Mr. Dobberstein stated the earliest SP Plus would do that is December. He stated we don't have a lot of Uber and Lyft traffic here right now. He stated we are starting to see some of the taxi services coming back.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized (via zoom) and stated they are working on a lot of final items on the new SRE building. He stated we may see a Certificate of Occupancy around April 5. He stated it may be a conditional permit as we are still waiting for completion of the retainage pond and that will depend on weather.

Ms. Linn stated she has mentioned it before but wants to see us have an open house when the building is done to give the public a look at the building and equipment it takes to run the airport.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Northern Improvement is working on a plan and schedule for getting started on the cargo ramp as soon as they are able.

Other Business:

COF Commissioner John Strand was recognized (via zoom) and stated we are going into a new era and he is committed to being the best bridge he can be between the MAA and the COF to ease into this transition and to help assure that we are all aiming for the best future we can. He thanked the MAA for all of their work on this process. He stated it is going to be an exciting time to enter into positively.

Chairman Lind stated he seconds those thoughts and looks forward to this new relationship and anticipates a seamless transition.

Mr. Dobberstein asked Mr. Strand if he had any comments on the Transition Plan.

Mr. Strand stated he has no changes or recommendations.

Mr. Dobberstein stated we did receive a special assessment notice from the City of Fargo on the North University Drive project. He stated we have forwarded this notice to the FAA for their review but we are anticipating a similar response to the 25th Street North assessment. He stated if it has no immediate benefit to the airport the FAA will not allow us to pay the assessment.

Attorney Bossart stated we will wait for the FAA's determination and then follow the same deferment process with the COF. She stated the assessment will exist but it will be deferred.

Mr. Dobberstein stated the next task for the Airport Position Evaluation Committee is to review the positions for our Equipment Operators, Equipment Technician, and Operations Attendants. He stated they are currently in the range that is 30% between Step 1 and Step 11 and we will be looking at adjusting those ranges to meet the 36% range of all of the other airport positions that have been reviewed by the APEC for internal equity.

Attorney Bossart stated we are still operating under the existing MOU so the APEC would still be in play until termination of the existing MOU.

After further discussion, Mr. Strand stated he is certain the members of the APEC would be willing to wrap up their work on all of the airport positions and suggested we contact Jane Pettinger.

Chairman Lind asked Ms. Linn if she would be willing to contact Jane Pettinger to put this before the APEC.

Ms. Linn indicated she would contact Jane Pettinger.

Gen. Haugen stated gave an update on the Airsho this summer, July 24 and 25. He stated the Airsho Committee is working closely with state and county officials on any covid restrictions for the show. He stated they are still not certain on any restrictions that will be required by the TSA.

Adopted Resolution of Appreciation to Gen. Michael J. Haugen:

Ms. Linn was recognized and stated Gen. Haugen received a very prestigious award from the ND National Guard last week in Bismarck. She stated Gen. Haugen was the 2021 recipient of the "Always Ready, Always There" Award. She stated Gen. Haugen has been such an integral part of this airport during his term on the Authority and even years before that during his service with the NDANG, Fargo Airsho and the Fargo Air Museum. She stated she will miss his deep insight and professionalism. She stated when she was first appointed she appreciated his help and guidance.

Chairman Lind thanked Gen. Haugen for his service, especially for his time as Chairman and all of his leadership during the mediation process with the COF.

Gen. Haugen stated he wanted to thank Mayor Mahoney for nominating him to the Airport Authority and for the City Commission for approving his nomination five years ago. He stated you are never too young to lead and you are never too old to learn. He stated when you take the proper mix of learning and leadership and combine them you get wisdom. He stated yesterday's press release reflects wisdom on the part of the City Commission and the Municipal Airport Authority. He stated he hopes that in some small way during his five years that he added some wisdom to that decision.

Ms. Linn offered the following resolution of appreciation and moved its adoption:

WHEREAS, Maj. Gen. Michael J. Haugen is about to complete a five-year term as a member of the Municipal Airport Authority, and

WHEREAS, Gen. Haugen has served the Airport Authority with distinction, giving unsparingly of his time and expertise in many areas, specifically in military and aviation issues, with contributions that have been significant to the growth and success of Hector International Airport, and

WHEREAS, during his year as Chairman he provided leadership during the mediation process and formulation of a new Memorandum of Understanding with the City of Fargo, and

WHEREAS, Gen. Haugen's work has helped to now lead us to a new relationship with the City of Fargo and a more independent status of the Municipal Airport Authority of the City of Fargo,

NOW, THEREFORE BE IT RESOLVED, That the Municipal Airport Authority does hereby thank Maj. Gen. Michael J. Haugen for his years of outstanding service and request that he not be a stranger and that he continue his interest in Hector International Airport.

BE IT FURTHER RESOLVED, That this resolution be inscribed up on the permanent minutes of the Municipal Airport Authority and a certified copy of the herein resolution be forwarded to Gen. Michael J. Haugen.

Second by Mr. Engen.

On the call of the roll, Cosgriff, Engen, Linn, Lind voted aye.

Haugen abstained.

The resolution was declared to have been duly passed and adopted.

Ms. Linn moved to adjourn until the next Regular Meeting to be held Tuesday, April 13, 2021 at 8:00 a.m.

Second by Mr. Engen.

All members present voted aye and the motion was declared carried.

Time at adjournment was 9:28 a.m.

Regular Meeting

Tuesday

April 13, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 13, 2021, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Kapitan, Engen, Cosgriff, Linn, Lind
Absent: None
Others: Bossart (via zoom), Strand (via zoom)

Chairman Lind presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 23, 2021:

Ms. Linn moved to approve the minutes of the Regular Meeting of the Municipal Airport Authority held March 23, 2021.

Second by Mr. Engen.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$64,151.06:

Mr. Engen moved to approve the airport vouchers totaling \$64,151.06.

Second by Ms. Linn.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Engen moved to approve the individual voucher in the amount of \$34,914.21 to Flint Communications for partial payment request for 2021 Airport Marketing Program.

Second by Ms. Linn.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Engen moved to approve the individual voucher in the amount of \$3,696.00 to TL Stroh Architects for partial payment request for architectural services (construction administration services) in connection with the SRE Building Project.

Second by Ms. Linn.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Engen moved to approve the individual voucher in the amount of \$435.00 to TL Stroh Architects for partial payment request for architectural services in connection with the SRE Building Project.

Second by Ms. Linn.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Meinecke-Johnson:

Mr. Engen moved to approve the individual voucher in the amount of \$99,800.00 to Meinecke-Johnson for Partial Payment Request #10 for general construction of the SRE Building Project.

Second by Ms. Linn.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Plains Mechanical:

Mr. Engen moved to approve the individual voucher in the amount of \$91,827.00 to Northern Plains Mechanical for Partial Payment Request #9 for mechanical construction of the SRE Building Project.

Second by Ms. Linn.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Foreign-Trade Zone Corporation:

Mr. Engen moved to approve the individual voucher in the amount of \$1,031.25 to Foreign-Trade Zone Corporation for professional services provided for annual reports.

Second by Ms. Linn.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Presentation by Jon Heath, Hays Companies, on Behalf of the North Dakota Public Health Insurance Trust:

This item was delayed until later in the meeting.

Received Update from SP Plus Regarding Request for Proposals (RFP) for the Replacement of the Parking Access Revenue Control System (PARCS):

Mr. Dobberstein introduced Mr. Brad McAllister and Mr. Tom Strasshofer, SP Plus, joining the meeting via zoom.

Mr. McAllister was recognized and stated Mr. Strasshofer will be managing the RFP process for the replacement of the PARCS. He gave an update on the status of the RFP. He stated the RFP was provided to Mr. Dobberstein and Attorney Bossart and they have reviewed it and made some comments. He stated adjustments have been made and we will be adding federal requirements in order for the project to possibly be eligible for CARES funding. He stated they should have the final document available for the board members' approval later today.

Mr. McAllister stated the RFP is being developed by SP Plus but managed on behalf of the MAA. He stated SP Plus will collect the proposals, review system vendor qualifications and compliance, and evaluate the vendors and prepare a vendor evaluation comparison. He stated they will also provide a recommendation to the MAA board. He added they will be looking for a vendor who will qualify for the Buy American Act so the project could qualify for CARES funding.

Mr. McAllister stated they are going to be looking for equipment with contactless features and with proven success in the climate and elements present in Fargo. He stated the plan is to have the system have the ability to integrate with their resource management system which provides a lot more automation to the site and support to the lanes via an intercom system to a call center in Austin, TX.

Mr. McAllister stated once the RFP has been approved by the MAA it will be advertised for 21 days and after proposals are received there will be a two-week evaluation period and then be sent to the MAA to make the selection.

Chairman Lind asked the timeline once the project is awarded.

Mr. Strasshofer was recognized and stated from the time of award they anticipate 17 weeks (three to four months). He stated the biggest part is the lead time on equipment. He stated sometimes vendors can get equipment in 3-6 weeks, sometimes it can take 8-12 weeks, which is part of the 17-week time estimate.

Mr. Dobberstein stated we will advertise the request in The Forum, post it on our website and also place it in the QuestCDN (builder's exchange), so anyone in the country will have access to the request. He stated the goal would be to start advertising Wednesday, April 21.

Received Update Regarding SP Plus/MAG Subcontract for Dynamic Pricing:

Mr. Dobberstein stated Attorney Bossart just received the final copy of the subcontract between SP Plus and MAG. He added that the MAA is not a party to the subcontract.

Attorney Bossart stated she and Mr. Dobberstein had a conference call with the other two parties and we did add a short amendment to 7.10 regarding data that makes it clear the data is owned by the MAA, so with that change she is good with the subcontract.

Received Update Regarding SP Plus/MAG Subcontract for Dynamic Pricing: (Continued)

Mr. Dobberstein stated per Attorney Bossart's review and concurrence, SP Plus and MAG can go ahead and sign their agreement and start the process to implement the Dynamic Pricing Program.

Discussed Parking Exit Booth Replacement and Exit Lane Plaza Concept:

Mr. Dobberstein stated originally the exit booth replacement was going to be part of the equipment replacement but it has now been split out since there is more involved with the booth replacement and the entire exit plaza concept that it should be a separate project.

Mr. Brad McAllister, SP Plus, was recognized (via zoom) and stated the existing exit booths are original to the parking lot and have gone beyond their useful life. He stated they have spent quite a bit of money in the past years making repairs to the booths and it is time to replace them. He stated the existing booths do not comply with any ADA requirements.

Mr. McAllister stated they are proposing two options, either replace the booths with a similar modular facility but that option is costly and probably not as suited for the climate as is needed. He stated in order to comply with ADA requirements the facilities are going to have to be larger than the existing structures. He stated a second option would be a brick and mortar option with an exit lane plaza with new construction from the ground up which may be cheaper than purchasing the modular booths. He stated they would like to see one primary facility for the office, restroom, storage and cashier position. He stated they would also recommend an additional booth with a cashier position as well as an express lane with automated checkout. He stated they also feel there should be the automated checkout at every lane, even those with cashiers. He added that we can also add some digital signage to the canopy.

Mr. McAllister stated we have discussed a canopy design option which seems to be a trend in the industry. He stated it gives the customer a better experience as they exit the facility. He presented two examples and asked for input from the board members.

Mr. Dobberstein stated Mead & Hunt can partner with TL Stroh Architects and SP Plus on this project and come back to the board with recommendations. He added that we do not yet know what funding will be available for the project.

Chairman Lind stated he would like to see a canopy but does not want to give a cheap image. He stated the option that looks like a gas station is not the image he would like for the airport. He added this will be the last thing people see as they leave the airport.

Ms. Linn stated she thinks it is time for these upgrades and she likes the idea of a canopy.

Mr. Dobberstein stated there is still a lot of discovery as far as building codes (mechanical, electrical, etc.).

Mr. Kapitan asked if the architecture will blend in with the rest of the buildings.

Mr. Dobberstein stated that would certainly be the plan.

Mr. Cosgriff asked if we are building for the future or toward the past. He stated the old standard, pull up and pay for parking is going to cashless. He stated he wants to make sure we are not putting up a structure for an old system.

Discussed Parking Exit Booth Replacement and Exit Lane Plaza Concept: (Continued)

Mr. Dobberstein stated his initial thought was to have just one manned booth and the other exit lanes automated, but in talking with the SP Plus representatives, they would like to have a staffed option on the middle lane when we have busier times.

Mr. McAllister stated all of the lanes will have touchless entrance and pay options.

Mr. Dobberstein stated he agrees we want this as automated and futuristic as possible.

Ms. Linn moved to direct Mead & Hunt to work with TL Stroh Architects and SP Plus to come up with a proposal for a design contract for the exit booth replacement and exit lane plaza concept.

Second by Mr. Kapitan.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Discussed Parking Lot Expansion Project:

Mr. Dobberstein stated with traffic coming back we need to look at some options for additional surface parking. He stated prior to the pandemic, we set aside the far northeast portion of the employee parking lot and also the grass area south of the control tower for overflow parking during peak season. He stated even with the pandemic we saw our lots full January-March and expect travel to be increasing and feel we will be looking at a parking shortage for peak season 2022.

Mr. Dobberstein stated Mead & Hunt has updated their parking projection graph showing when we reach certain thresholds and what action that would trigger.

Mr. Brad McAllister, SP Plus, was recognized (via zoom) and stated he worked with Mr. Jeff Klein on providing data for the updated graph.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated this graph was first developed in 2014. He stated it shows historical data on peak parking demands back to 2005 and he reviewed the graph.

Mr. Dobberstein stated there are a lot of variables to consider, but he is looking to SP Plus to give us some idea of what we will need as far as additional surface parking.

Mr. McAllister stated a lot of it is dependent on recovery. He stated business travel seems to be slower to return but he feels overall, we are going to see travel come back like the floodgates are going to open. He stated prior to the pandemic we were filling up the lots and parking cars in the overflow areas. He stated we were fortunate in that the customers using those overflow areas were good about returning to the booths to pay for their parking. He stated he thinks we are again going to reach capacity during those peak times so it is a good time to be looking at expansion. He stated of the areas considered the optimal seemed to be the grass area south of the tower which was used for overflow. He stated they would recommend that area before expansion south of the crossover road. He added the expanded lots would have the automated equipment which is currently in the Economy Lot.

Mr. Dobberstein stated the equipment for the expanded lot would be included as an alternate in the RFP for the Parking Access Revenue Control System which could be accepted if the board decides to move ahead with expansion. He stated the lot would have guardrail just like the Economy Lot. He stated we would look at this as a seasonal economy lot for now.

Mr. Klein stated everyone feels the indicators are there for traffic to come back. He stated they can adjust the graph using the data point from 2019 rather than the low point in 2020.

Discussed Parking Lot Expansion Project: (Continued)

Ms. Linn stated in these discussions we don't want to leave out the shuttle bus service, which she felt was so important for passengers.

Mr. McAllister stated that will definitely be included in the discussions.

Chairman Lind asked Mr. McAllister for his thoughts on how much we should grow.

Mr. McAllister stated he agrees with Mr. Dobberstein and Mr. Klein that around 250-300 spaces would be good. He stated even in our most recent peak parking year (2019) we did not completely fill the overflow spaces. He added that there are things airports do to make use of overflow space during non-peak times.

Mr. Cosgriff stated part of the discussion on parking should always include an option for a parking structure. He stated they are never going to compete with the cost of a surface parking lot but the history of parking is that you build parking lots until you run out of surface area and then you go back and try to fit in structures. He stated you are never going to justify it from a cost standpoint but the more we pave flat ground for our cars the more load we put on infrastructure and environmental concerns. He stated the final aspect of it is the impact of autonomous vehicles.

Ms. Linn stated we can keep looking at a parking structure, but the 25-year bonding analysis that was done on a possible parking structure in the recent past still had us \$10 million in debt after 25 years. She stated that is why our parking surveys are so critical because they give us an understanding of what our customers want.

Mr. Casey Lindquist, FAA Control Tower Manager, was recognized (via zoom) and stated he has some concern about the location south of the tower and its close proximity for the public near the fence and security issues.

Chairman Lind stated he does not favor the lot south of the crossover road but he also has concerns about pedestrians walking from the lot south of the tower to the terminal building.

Mr. Engen stated since we are going to be required to replace the entry and exit equipment and booths, as well as additional parking, it may be time for a more comprehensive review of that possibly being incorporated into a structure as well. He stated we should bring that all into one project as a consideration. He stated we have great engineers and architects we work with and a little bit of time and effort may be worth their consideration.

Chairman Lind stated he likes moving the exit to the south and recapturing some of those spaces in the existing location.

Mr. Dobberstein stated if we want construction on a parking lot to take place this year we need to get an engineer moving on plans and specs. The contractors' construction schedules fill up quickly. He stated they would need to put together a contract for design services up to the point where it would go to bid. He stated the longer you delay the longer it is going to take and the more it will cost.

Ms. Linn moved to get the construction discussion going with the engineer.

Second by Mr. Engen.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Presentation by Hays Companies on Behalf of the North Dakota Public Health Insurance Trust:

Mr. Dobberstein stated Mr. Randy Johnson, Hays Companies, is joining the meeting (via zoom) to present information on the North Dakota Public Health Insurance Trust which is being managed by Hays Companies. He stated there are a number of political subdivisions (3,000 employees) currently participating in this trust which started January 1, 2021. He stated this appears to be a viable option for us in terms of health insurance and possibly other benefits as we transition away from the City of Fargo.

Mr. Randy Johnson, Hays Company, was recognized, and gave a history of the creation of the NDPHIT. He stated the trust was designed to create premium stability, as well as more choices and plan flexibility for public school districts and political subdivisions. He stated the program is administered through an agreement with Blue Cross and Blue Shield. He added that any surpluses or balances are owned by the members.

Mr. Johnson stated he stated they also have the flexibility of allowing groups to keep their same plans which were grandfathered prior to 2010.

Mr. Johnson stated if the plan were to start in January, enrollment would take place in November. He stated there would be a three-week window for election and enrollment.

Mr. Dobberstein asked what would be the deadline for information to be provided on claims history for employees.

Mr. Johnson stated a letter of access would need to be initiated by the MAA no later than August. He stated this letter authorizes BCBS to release employee claims information to Hays.

Mr. Dobberstein stated he would like the MAA today to approve enrollment in the NDPHIT as we don't really have any other options for affordable health insurance. He added that the Grand Forks and Dickinson airports are enrolled in this trust. He stated we would be looking at the same plan design for at least the first year and then look at options for employees after the first year.

Mr. Cosgriff stated as we transition away from the COF we need to be careful that we are not defaulting to the COF but that we are deciding the benefit package for the MAA employees should be and not just mirroring the COF benefits. He stated he understands the need to move quickly but as we make one decision are we precluding other decisions.

Mr. Dobberstein stated at our next meeting we will be receiving proposals from Professional Employment Organizations and once that firm has been selected and they may also offer benefits offered by NDPHIT. He stated the health insurance is a given since we don't really have any other options.

Mr. Johnson stated the trust is a mechanism with benefits and they could do a side by side comparison of benefits and they would encourage having that done.

Mr. Engen stated one of the items that needs immediate attention is the release of employee claims history to NDPHIT.

Mr. Engen moved to incorporate the information gathering process into the timeline (Transition Plan) and once that is approved then subject to that approval it would be concurrent.

Second by Ms. Linn.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received and Approved Proposed Contract from Mead & Hunt for Phase I Airport Property Environmental Clearance Review for Future Project Development Areas:

The proposed contract from Mead & Hunt dated April 8, 2021, was received and filed without objection.

Mr. Dobberstein stated Mead & Hunt is proposing to provide environmental services for a Property Environmental Clearance proposal for future projects at a cost of \$121,655.00. He stated the areas to be covered in this project have been updated since the presentation at the last meeting.

Mr. Engen moved to approve the proposed contract and allow Mead & Hunt to start the process.

Second by Ms. Linn.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

The motion was declared carried.

Received and Approved Proposed Contract from Mead & Hunt for Update to 49 CFR Part, 26, Disadvantaged Business Enterprise Program:

The draft Exhibit A Work Scope, Consultant Services, Disadvantaged Business Enterprise (DBE) Program, 49 CFR Part 26 dated March 23, 2021, from Mead & Hunt, was received without objection.

Ms. Linn moved to approve the contract with Mead & Hunt for consultant services to update the DBE Program, 49 CFR Part 26, for a cost of \$14,509.00.

Second by Mr. Engen.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received and Approved Proposal from Obernel Engineering to Study Passenger Terminal HVAC System Improvements to Mitigate Pathogen Transmission:

The Letter of Agreement dated March 31, 2021, from Obernel Engineering for a Pathogen HVAC System Mitigation Study was received without objection.

Mr. Kapitan moved to approve the Pathogen HVAC System Mitigation Study in the terminal building for a cost of \$5,000.

Second by Mr. Engen.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Continued Discussion Regarding Updated Purchasing Policy:

Attorney Bossart reported she is continuing to work on researching other comparable purchasing policies and will also be consulting with the FAA for guidance on a draft policy for the MAA.

Received Update on Airport Property Sale to Mathern:

Attorney Bossart reported that she has now received the abstract for the property and found no issues after her review. She stated the purchase agreement calls for a Quit Claim Deed and she will get the purchase agreement signed by the Matherns.

Authorized Purchase of ARFF Mask Testing Equipment:

This item was tabled.

Received Communication from Dr. Clif Hamilton Regarding North GA Hangar Ground Lease Extension:

The communication from Dr. Clif Hamilton dated March 30, 2021 requesting a month to month extension of the NGA hangar lease was received without objection.

Mr. Engen moved to approve the month to month extension of the hangar ground lease requested by Dr. Clif Hamilton, for a term not to exceed one year.

Second by Mr. Kapitan.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from 1954 Investments/Men's Hair House, Regarding Lease Extension for Eastside Terminal Office:

The communication dated April 8, 2021, from Troy Rinehardt, 1954 Investments, requesting a two-year extension to their lease with a one-year option was received without objection.

Ms. Linn moved to approve the two-year extension with a one-year option requested by 1954 Investments (Men's Hair House).

Second by Mr. Engen.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received and Approved Internal Operations Transition Plan:

The updated internal operations transition plan presented by Mr. Dobberstein was received without objection.

Ms. Linn moved to approve the Transition Plan as presented.

Second by Mr. Kapitan.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

APEC Update:

Ms. Linn was recognized and stated the Airport Position Evaluation Committee has been working on the last group of job descriptions and DBMs for those positions. She stated the APEC has another meeting next week and should complete the process for all airport positions.

Discussed Airport Internship Program:

The North Dakota Aeronautics Commission Airport Intern Policy was received without objection.

Mr. Kapitan moved to approve pursuing an internship for an interested candidate.

Second by Mr. Engen.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

March 2021 Passenger Report:

The March 2021 Passenger Report was received and filed without objection.

Received Change Order #1 to O'Day Equipment for an Increase of \$5,123.00 for New Fuel System Conduit, SRE Building:

Mr. Engen moved to approve Change Order #1 to O'Day Equipment for an increase of \$5,123.00 for the new fuel system.

Second by Ms. Linn.

On the call of the roll, members Kapitan, Engen, Cosgriff, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized (via zoom) and gave an update on the SRE Building Project.

Other Business:

Chairman Lind congratulated Mr. Jim Sweeney and Fargo Jet Center for being ranked as a top aviation service company in the 2021 Aviation International News FBO Survey for a tenth year.

Chairman Lind welcomed the newest member of the Airport Authority, Mr. Jim Kapitan.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, April 27, 2021, at 8:00 a.m.

Time at adjournment was 10:00 a.m.

Regular Meeting

Tuesday

April 27, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 27, 2021, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Engen, Cosgriff, Kapitan, Linn (via zoom), Lind
Absent: None
Others: Bossart

Chairman Lind presiding.

Approved the Airport Vouchers Totaling \$34,753.53:

Mr. Engen moved to approve the airport vouchers totaling \$34,753.53.

Second by

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$13,411.41 to Mead & Hunt for partial payment request for engineering services in connection with the Cargo Apron Expansion Project – Phase IV, AIP51.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$14,245.00 to Mead & Hunt for partial payment request for engineering services in connection with the Street and Apron Lighting Replacement Project.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Pro-Industrial:

Mr. Engen moved to approve the individual voucher in the amount of \$62,972.35 to Pro-Industrial for the 5-Ton Crane/Hoist in the Maintenance Shop.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Proposal for Professional Employer Organization (PEO) Services:

The proposal for Professional Employer Organization (PEO) Services submitted by Pro-Resources, was received without objection. Pro-Resources submitted the only proposal in response to the advertised request for proposals.

Ms. Kriss Burns and Mr. Paul Highness, Pro-Resources were present.

Mr. Engen moved to accept the proposal from Pro-Resources to provide PEO services.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from JP Development Requesting Expansion of North General Aviation Area Ground Lease Area:

The communication from James P. Sweeney, JP Development, LLP, dated April 23, 2021, requesting to lease 103,826 sf. of additional land in the north general aviation area for construction of additional hangars along with a draft site plan was received without objection.

Mr. Engen moved to accept the proposal from JP Development and await the development plans for the project.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Mr. Dobberstein thanked Mr. Sweeney for this investment as it will be exciting for the airport.

Mr. Sweeney was recognized and stated they have had an excellent partnership with the MAA for 26 years.

Received Temporary Access Agreement with Dakota Underground to Use MAA Property for Staging Area Associated with North University Drive Reconstruction Project:

An aerial photo showing the proposed staging area requested by Dakota Underground for the North University Drive Reconstruction Project was received without objection.

Mr. Dobberstein stated Dakota Underground is proposing to pay the MAA \$500.00 per month to lease this area during the project beginning May 1, 2021.

Mr. Kapitan moved to approve the Temporary Access Agreement with Dakota Underground for a staging area for the North University Drive Reconstruction Project.

Received Temporary Access Agreement with Dakota Underground to Use MAA Property for Staging Area Associated with North University Drive Reconstruction Project: (continued)

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.
The motion was declared carried.

Received Update on Property Sale to Mathern:

Attorney Bossart was recognized and stated she has a Quit Claim Deed and Purchase Agreement signed by the Matherns, along with their check for the purchase price of \$6,500.00

Mr. Engen moved to finalize the sale of the property to Terry and Patricia Mathern.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Reviewed Adjacent Property Proposed Zoning Change and Associated Proximity Agreement:

The communication from the City of Fargo Planning & Development date April 16, 2021, advising of a zoning change from agricultural to limited industrial on 46.26 acres north of the airport was received without objection.

Mr. Dobberstein explained that when zoning on land adjacent to the airport is changed it sets into motion a proximity agreement recognizing the existence of the airport and also the lagoons on behalf of the COF. He stated that while these agreements recognize the airport we are not a party to signing the agreements and he feels we should be included as a signatory.

Mr. Kapitan moved to set in motion a proximity agreement for the property being rezoned from AG to LI.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Mr. Kapitan moved to initiate a change with the COF in the proximity agreements going forward to include the Municipal Airport Authority as a signatory.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

APEC Update:

Ms. Linn was recognized and stated after 10 months, the Airport Position Evaluation Committee has completed their work evaluating all of the airport positions. She stated going forward she feels the MAA needs to review the job descriptions every two to five years and the market wages every three to five years.

Chairman Lind thanked everyone who had a hand in running the APEC.

Continued Discussion Regarding a Proposed Purchasing Policy:

Attorney Bossart stated she forwarded the board members an update to the proposed purchasing policy late yesterday for review. She stated this is a working draft and the board members can review and submit recommended changes. She stated she did not intend that the board take action on adopting this policy today.

Received Communication from Dakota Carrier Network for Utility Easement – Air Cargo Area:

The communication from Ross Branstner, Dakota Carrier Network (DCN), dated April 16, 2021, was received without objection.

Mr. Dobberstein explained that DCN is extending their fiber that is just off County Road 20 north of the Armed Forces Reserve Center. He stated there is a 30” wide utility easement the COF established in that area that changes to a 10” easement at some point. He stated DNC is requesting a 430’ route to install fiber from their control point to the UPS facility under construction. He stated this conversation with DCN revealed that Lumen (formerly CenturyLink) has already extended their line to the UPS facility, but we have no record of that. He stated he has contacted a local Lumen engineer, David Mills. He confirmed that they had installed their fiber as directed by the contractor and UPS, without an easement. He stated we are going to have to back track and get an easement in place.

Mr. Kapitan moved to approve the request from Dakota Carrier Network for an easement, subject to getting the agreement and the GPS location.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Mr. Engen suggested we go back to the service provider (CenturyLink/Lumen) and get the geo locates of every bit of infrastructure adjacent to or on airport property before we allow approval of their current connection and give them right-of-way for any installations that were either by mistake or assumed.

Airport Construction and Security Update:

Mr. Dobberstein stated we did receive a Certificate of Occupancy for the new SRE Building.

Mr. Terry Stroh, TL Stroh Architects, was recognized (via zoom) and gave an update on the SRE Building, which is pretty much complete and the staff is starting to move into the building.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Northern Improvement is starting to bring equipment to the site of the cargo apron expansion project.

Other Business:

Attorney Bossart stated the MAA and the COF have been having ongoing discussions regarding property taxes being assessed for the parking lot property since the arrangement with SP Plus changed to a management contract effective July 1, 2020. She stated the COF has now indicated they agree with the MAA that since there is no longer a leasehold the property should be exempt from property taxes and the COF will make that modification.

Chairman Lind asked Mr. Mike Redlinger, Asst. City Administrator (via zoom) for any comment on the MAA's Transition Plan submitted to the COF.

Mr. Redlinger was recognized and stated they have not had a lot of time to review it but they will be doing that soon. He stated he appreciated the spreadsheet format.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, May 11, 2021, at 8:00 a.m.

Time at adjournment was 9:00 a.m.

Regular Meeting

Tuesday

May 11, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 11, 2021, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Engen, Cosgriff, Kapitan, Linn, Lind
Absent: None
Others: Bossart (via zoom), Strand (via zoom)

Chairman Lind presiding.

Approved the Minutes of the Regular Meetings of the Municipal Airport Authority Held April 13 and April 27, 2021:

Mr. Engen moved to approve the minutes of the Regular Meetings of the Municipal Airport Authority held April 13 and April 27, 2021.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Airport Vouchers Totaling \$52,168.75:

Mr. Kapitan moved to approve the airport vouchers totaling \$52,168.75.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Meinecke-Johnson:

Mr. Engen moved to approve the individual voucher in the amount of \$32,700.00 to Meinecke-Johnson for Partial Payment Request #11 for general construction of the SRE Building.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Plains Mechanical:

Mr. Engen moved to approve the individual voucher in the amount of \$54,848.70 to Northern Plains Mechanical for Partial Payment Request #10 for mechanical construction of the SRE Building.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to O'Day Equipment:

Mr. Engen moved to approve the individual voucher in the amount of \$51,980.00 to O'Day Equipment for Partial Payment Request #5 and retainage for the fuel system.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Engen moved to approve the individual voucher in the amount of \$4,796.50 to TL Stroh Architects for partial payment request for architectural services (April construction administration) for the SRE Building Project.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications

Mr. Engen moved to approve the individual voucher in the amount of \$13,058.41 to Flint Communications for partial payment request for 2021 Airport Marketing Program.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Forum Communications:

Mr. Engen moved to approve the individual voucher in the amount of \$489.06 to Forum Communications for legal advertisement for bids for the Street and Apron Lighting Project.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Update Regarding Proximity Agreement Process:

Attorney Bossart was recognized (via zoom) and stated at the last meeting the board questioned why the Airport Authority is not a signatory party on proximity agreements the COF has in place when property in the vicinity of the airport has a zoning change. She stated she discussed the proximity agreement process with COF Attorney Johnson and the COF intertwines the airport and the Airport Authority in those agreements. She stated since the MAA is not giving any consideration, we are just benefitting from the bargain. She stated the MAA is a third-party beneficiary to that agreement and the developer would be bound by the agreement.

Continued Discussion Regarding Revised Purchasing Policy:

The board members were provided with an updated proposed draft purchasing policy. After lengthy discussion Chairman Lind directed each board member to continue review of the proposed policy with continued discussion at the next meeting.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for Street and Apron Lighting Project:

The bid tabulation from Mead & Hunt for the North GA Apron, Terminal Apron and Street Lighting Replacement Project, along with a diagram of the project area, was received and filed without objection.

Bids received were as follows:

PEC Solutions of the Dakotas	\$103,635.00
Sun Electric, Inc.	\$110,987.00
Strata Corporation	\$112,415.00

Mr. Jeff Klein, Mead & Hunt, was recognized and stated they are recommending the MAA award the project to the low bidder, PEC Solutions of the Dakotas (Parsons Electric) based on their bid of \$103,635.00.

Mr. Engen moved to award the project for the North GA Apron, Terminal Apron and Street Lighting Replacement Project to PEC Solutions of the Dakota, based on their bid of \$103,625.00.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Change Order #4 to Rickard Electric for an Increase of \$5,424.11 for the Electrical Construction of the SRE Building Project:

Ms. Linn moved to approve Change Order #4 for an increase of \$5,424.11 to Rickard Electric for the electrical construction of the SRE Building Project for five items.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Update Regarding IT Request for Proposals Process:

Mr. Dobberstein stated as part of our transition process we reached out to the COF Information Services Department to see who they would recommend we use to draft a one-page specification document to use in a Request for Proposals for our IT services. He stated they recommended EideBailly but in checking with EideBailly their fee was going to be too high so they in turn recommended Loeffler, Network Center and High Point Network. He stated Darren Anderson got informal proposals from these three providers and we have selected Network Center who will put together these specifications and a Request for Proposals for \$4,800.00. He stated we are looking at a June-July timeframe for receiving bids. He added that the COF IT staff has been very helpful in this process.

Construction and Security Update:

Mr. Joe Jenni, TL Stroh Architects, was recognized (via zoom) and stated there are a few punch list items left for the new SRE Building. He stated we are waiting for appliances for the breakroom. He added there is also some site work that needs to be done on the holding pond.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated today at 1:30 will be our first construction meeting for the cargo apron expansion project.

Other Business:

Mr. Cosgriff stated the North Dakota Legislature did pass HB1425 which uses Legacy Fund dollars for investment in the state. He stated airport infrastructure is an eligible item. He stated this is a loan program available to political subdivisions.

Mr. Dobberstein stated the Airport Association of North Dakota and the ND Aeronautics Commission were lobbying in favor of getting airports added to that eligibility.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, May 25, 2021, at 8:00 a.m.

Time at adjournment was 8:48 a.m.

Regular Meeting

Tuesday

May 25, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 25, 2021, at 8:00 am in the Airport Boardroom.

The members present or absent were as follows:

Present: Engen, Cosgriff (via zoom), Kapitan (via zoom), Linn, Lind
Absent: None
Others: Bossart, Strand (via zoom)

Chairman Lind presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 11, 2021:

Ms. Linn moved to approve the minutes of the Regular Meeting of the Municipal Airport Authority held May 11, 2021.

Second by Mr. Engen.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$31,995.46:

Mr. Engen moved to approve the airport vouchers totaling \$31,995.46.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$48,662.00 to Mead & Hunt for partial payment request for engineering services in connection with the Airfield Environmental Study.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approve the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$21,032.11 to Mead & Hunt for partial payment request for engineering services in connection with the Cargo Apron Expansion Project, - Phase IV, AIP51.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$2,035.00 to Mead & Hunt for partial payment request for engineering services in connection with the Street and Apron Lighting Project.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Parsons Electric:

Mr. Engen moved to approve the individual voucher in the amount of \$255.00 to Parsons Electric for utility locates for the parking lot improvement project.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Greater Fargo-Moorhead Economic Development Corporation:

Mr. Engen moved to approve the individual voucher in the amount of \$5,000.00 to the Greater Fargo-Moorhead Economic Development Corporation for the 2021 Investor Pledge.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Extended Listing Agreement with Cityscapes Development for Eastside Terminal Building Office Space:

Mr. Engen moved to extend the Listing Agreement with Cityscapes Development, LLC, for the Eastside Terminal Building office space for a one-year term effective June 1, 2021.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Request from Consolidated Communications for Easement to Install Fiber to the US Customs and Border Patrol Building:

The communication from Robert Thomas, Consolidated Communications, dated May 12, 2021, was received and filed without objection. The request is for an easement to extend fiber to 3803 20th Street North for service to the US Customs and Border Protection building. Mr. Dobberstein stated this work is in conjunction with the project to upgrade the technology in the building, which is the responsibility of the MAA.

Ms. Linn moved to approve the easement for Consolidated Communications for installation of fiber to 3803 20th Street North (USCBP building).

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Request from Midco for an Easement to Install Fiber on MAA Property Adjacent to Cass 31, North of Cass County Road 20:

The communication from Devin Krauter, Midco, dated May 10, 2021, was received and filed without objection.

Midco has a termination point in the northeast corner of the intersection of Cass County 20 and County 31 and they are looking to extend service to the north to serve areas north of that.

Ms. Linn moved to approve the request from Midco for an easement to install fiber on MAA property as shown on plan provided.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.,

No member being absent and none voting nay the motion was declared carried.

Received Mechanical Change Order #1 from Northern Plains Mechanical for an Increase of \$3,158.00 for the SRE Building Project (subject to FAA Review):

Mechanical Change Order #1 to Northern Plains Mechanical for an increase of \$3,158.00 to modify the storm water pipe routing, additional downspouts and core drilling, and changing the location of a fresh air intake for the SRE Building Project was received and filed without objection.

Ms. Linn moved to approve Change Order #1 to Northern Plains Mechanical for an increase of \$3,158.00, subject to FAA approval.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Continued Discussion Regarding Revised Purchasing Policy:

Discussion continued on the revised purchasing policy. After lengthy discussion, Chairman Lind directed the board members to make one more review of the proposed purchasing policy, refine it with any flow charting or process control that the staff has currently, and add the forms necessary to be on file for documentation, and we will revisit it at the next meeting.

Discussion with Representative of OberNel Engineering Regarding Passenger Terminal HVAC Study:

Mr. Dobberstein introduced Mr. Steve Hoepfner, OberNel Engineering, joining the meeting via zoom.

Mr. Hoepfner provided the Airborne Pathogen Mitigation Study report dated May 21, 2021. The objective of the study was to review the existing HVAC systems for Hector International Airport and provide options for alternations and/or improvements to help mitigate the spread of airport pathogens. This study focused on the terminal and office portions of the building. An opinion of probably cost for each airborne pathogen mitigation strategy is provided to assist with determining the correct path moving forward. The study also provides a brief overview of the existing HVAC system and the current state of operation of the systems.

Options and probable costs contained in the report were reviewed as follows:

Option 1a	
Ventilation Air Ductwork Revisions and Balancing	\$115,000.00
Option 1b	
Replace Roof Top Energy Recovery Unit	\$145,000.00
Option 2	
Increase Filter Efficiency and Rebalancing Heat Pumps	\$35,000.00
Option 3	
Recirculating HEPA filtration units for 2 nd Floor	\$85,000.00
Option 4	
Install humidification unit for one vertical heat pump	\$40,000.00
Option 5	
Install Bi-Polar Ionization	\$120,000.00

Mr. Cosgriff now absent.

Mr. Dobberstein stated the reason we selected OberNel is that they are the engineer of record for the mechanical system in the terminal. He recommended the board authorize OberNel to prepare formal plans and specifications to the point of bidding, except for Option 4 (Dan Bullis, Airport Operations Supervisor, reported there is no lack of humidity in the building).

Ms. Linn moved to authorize OberNel Engineering to prepare formal plans and specifications to the point of advertising for bids for the options in their report (with the exception of Option 4).

Second by Mr. Engen.

On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.

Absent and not voting: Cosgriff

The motion was declared carried.

Airport Construction and Security Update:

Mr. Dobberstein stated we will be having our comprehensive TSA security inspection the first week of June.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Northern Improvement has been working on the bituminous paving for the cargo apron expansion project.

Adopted Resolution of Sympathy to the Family of Barry Reitan:

Ms. Linn offered the following resolution of sympathy and moved its adoption:

WHEREAS, It is with profound sorrow that the Municipal Airport Authority has learned of the death of its longtime firefighter and retiree, Barry Reitan, who served as a firefighter on Hector International Airport for 29 years, and

WHEREAS, Mr. Reitan was a valuable staff member with the airport until his retirement in December 2018, and

WHEREAS, the loss of Barry will leave a void in the lives of family and friends, however, his legacy of a lifetime of service to family, country and community will never be forgotten.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority does hereby express its heartfelt and deepest sympathy to Barry's family, especially his wife, Theresa and daughter, Sydnee.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent records of the proceedings of the Municipal Airport Authority and that a certified copy be sent to the family of Barry Reitan.

Second by Mr. Engen.

All members present voted aye and the resolution was declared to be duly adopted.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, June 8, 2021, at 8:00 a.m.

Time at adjournment was 9:05 a.m.

Regular Meeting

Tuesday

June 8, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 8, 2021 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Cosgriff, Kapitan, Linn, Lind (via zoom), Engen
Absent: None
Others: Bossart, Strand (via zoom)

Vice Chairman Engen presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held May 25, 2021:

Ms. Linn moved to approve the minutes of the Regular Meeting of the Municipal Airport Authority held May 25, 2021.

Second by Mr. Kapitan.

All members present voted aye and the motion was declared carried.

Approved the Airport Vouchers Totaling \$11,487.63:

Ms. Linn moved to approve the airport vouchers totaling \$11,487.63.

Second by Mr. Cosgriff.

On the call of the roll, members Cosgriff, Kapitan, Linn, Lind, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to 3D Specialties:

Mr. Kapitan moved to approve the individual voucher in the amount of \$6,543.00 to 3D Specialties for installation of guardrail for the SRE Building Project.

Second by Ms. Linn.

On the call of the roll, members Cosgriff, Kapitan, Linn, Lind, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Kapitan moved to approve the individual voucher in the amount of \$11,318.86 to Flint Communications for partial payment request for 2021 Airport Marketing Program.

Second by Ms. Linn.

On the call of the roll, members Cosgriff, Kapitan, Linn, Lind, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Xcel Energy:

Mr. Kapitan moved to approve the individual voucher in the amount of \$64,408.52 to Xcel Energy for installation of electrical service to the cargo apron area.

Second by Ms. Linn.

On the call of the roll, members Cosgriff, Kapitan, Linn, Lind, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Kapitan moved to approve the individual voucher in the amount of \$335,523.75 to Northern Improvement Company for Payment Request #7 for construction of the Cargo Apron Expansion – Phase IV, Project AIP50.

Second by Ms. Linn.

On the call of the roll, members Cosgriff, Kapitan, Linn, Lind, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Kapitan moved to approve the individual voucher in the amount of \$808,697.93 to Northern Improvement Company for Payment Request #7 for construction of the Cargo Apron Expansion – Phase IV, Project AIP51.

Second by Ms. Linn.

On the call of the roll, members Cosgriff, Kapitan, Linn, Lind, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Request from Dakota Carrier Network for an Easement to Install Fiber to National Guard Facility:

The communication from Ross Branstner, Dakota Carrier Network, dated June 2, 2021, was received and filed without objection.

The request is for an easement for the installation of fiber optic service into the new ND National Guard Readiness Center. There is an existing hand hole located within the City of Fargo Right of Way along the west side of the driveway and they will have approximately 60 feet of construction within the MAA private property between the existing hand hole and the customer

Received Request from Dakota Carrier Network for an Easement to Install Fiber to National Guard Facility: (Continued)

communications conduits that were placed to the fence line. A diagram of the proposed easement was included.

Ms. Linn moved to approve the easement to Dakota Carrier Network for fiber optic service to the ND National Guard Readiness Center as requested.

Second by Mr. Kapitan.

On the call of the roll, members Cosgriff, Kapitan, Linn, Lind, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and gave an update on the SRE Building Project.

Mr. Stroh presented a preliminary parking lot ticket booth design including floor plans and concept drawings. He stated he has provided the SP Plus representatives with these plans as well. (Brad McAllister, Jason Finch, Tom Strasshofer joined the meeting via zoom). The exit plaza will have three stations. All lanes will include automated payment options but two of the stations will also be able to accommodate attendants. He stated he has had multiple conversations with representatives from SP Plus and Mead & Hunt to arrive at this concept. He stated it is just a concept for now and he has no cost estimates.

Mr. Brad McAllister, SP Plus, was recognized and stated they feel this would certainly serve their needs and improve the exit experience for the parking customer. He stated we have reviewed this with the facility manager in Fargo and this plan would be capable of handling even peak times.

Mr. Stroh indicated this plan is built for the future and would serve the needs of the parking lot for many years and would still be needed in the event a parking structure is built at some time in the future.

Mr. McAllister responded to a question regarding relocating the exit to the south end of the long-term lot and stated he is not sure how advantageous it would be as far as additional spaces gained and it would be costlier. He stated he thinks adding another automated payment lot such as the current Economy Lot would be more efficient and cost effective.

Received Bid Tabulation and Recommendation of Award from SP Plus for Parking Access and Revenue Control System:

Mr. Dobberstein stated we have advertised for bids on this project since April 21 and extended the deadline to receive proposals to May 28 due to lack of response. He stated two vendors responded. He stated the RFP required vendors to comply with the "Buy American" act which was an impediment to the vendors. He stated that is a requirement if we are to qualify for CARES Act funding. He stated we are going to request the FAA grant a waiver since it is difficult to find an American company that manufactures this type of equipment. The two vendors submitting bids were TIBA and Flash. He stated we will have more information at the next meeting.

Receive Communication from SP Plus Requesting an Extension to the Management Agreement for the Parking Lot:

The communication dated June 4, 2021, from Jason Finch, Senior Vice President, SP Plus, was received and filed without objection.

Mr. Dobberstein stated the MAA approved the change from a concession agreement with SP Plus to a management contract July 1, 2020, due to the pandemic. He stated at that time the MAA agreed to a one-year term with a review after that. He stated they are requesting a one-year extension. He added that he would not object to a two-year extension as he feels it will take another two years before we recover from the adverse effects of the pandemic and the possibility of returning to a concession agreement.

Mr. Cosgriff moved to approve a one-year extension to the management agreement with SP Plus for the term July 1, 2021 to June 30, 2022.

Second by Ms. Linn.

On the call of the roll, members Cosgriff, Kapitan, Linn, Lind, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Proposed Contract from Mead & Hunt for Design and Bidding Services for the East Economy Parking Lot:

The proposed contract for Design & Bidding Services for the East Economy Parking Lot from Mead & Hunt, Inc. was received and filed without objection.

Ms. Linn moved to approve the proposed contract from Mead & Hunt, Inc., for design and bidding services for the Eastside Economy Parking Lot for a fee of \$40,150.00.

Second by Mr. Kapitan.

On the call of the roll, members Cosgriff, Kapitan, Linn, Lind, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Request for Proposals for Managed Service Provider (IT):

Mr. Dobberstein stated the MAA recently contracted with The Network Center to put together a Request for Proposals for managed service providers for our IT needs. He stated they have submitted the document to us and we plan to advertise the request for three weeks with proposals due June 30. A provider would be selected by the board at our July 27 meeting. In response to a question regarding leasing the equipment, he stated The Network Center advises against leasing for the size of equipment/system we require and he added the COF IT representatives concurred.

Continued Discussion Regarding Revised Purchasing Policy:

Attorney Bossart presented the final draft of the Purchasing Policy, including the forms and matrix.

Mr. Lind moved to approve the document as presented.

Second by Ms. Linn.

On the call of the roll, members Cosgriff, Kapitan, Linn, Lind, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Airport Emergency Exercise:

ARFF Chief David Bush was recognized (via zoom) and stated we will be holding our FAA required triennial emergency exercise on Wednesday, June 9, starting at 8:30 a.m. He stated they will have 15 agencies participating in the exercise.

Received Proposed Contract from OberNel Engineering for Proposed HVAC/Pathogen Mitigation Equipment:

The project proposal from OberNel Engineering for Airborne Pathogen Mitigation Design was received and filed without objection.

Mr. Steve Hoepfner, OberNel Engineering, was recognized (via zoom) and reviewed the project proposal. He stated the project will be designed to include some of the items as a base bid and the remaining items as alternates. Fee structure is as follows:

Construction Documents	\$35,000.00
Bidding and Negotiation	\$ 2,500.00
Construction Administration	\$12,500.00
TOTAL	\$50,000.00

Ms. Linn moved to approve the project proposal from OberNel Engineering at a cost of \$50,000 and that we move forward with the project.

Second by Mr. Kapitan.

On the call of the roll, members Cosgriff, Kapitan, Linn, Lind, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Preliminary Notice of Grant Award from ND Aeronautics Commission:

The preliminary notice of Commercial Service Airport Grant Awards for 2021 from the North Dakota Aeronautics Commission dated May 28, 2021, was received and filed without objection. Amount to be awarded to FAR is \$342,641.00.

Airport Construction and Security Update:

The TSA conducted their annual security inspection last week and they will be presenting their results later this week.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Northern Improvement is making good progress on paving on the Cargo Expansion Project.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, June 22, 2021.

Time at adjournment was 9:04 a.m.

Regular Meeting

Tuesday

June 22, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 22, 2021 at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Kapitan, Cosgriff (via zoom), Lind (via zoom), Linn, Engen
Absent: None
Others: Bossart

Vice Chairman Engen presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 8, 2021:

The minutes of the Regular Meeting of the Municipal Airport Authority held June 8, 2021, were received and filed without objection.

Approved the Airport Vouchers Totaling \$52,181.77:

Mr. Kapitan moved to approve the airport vouchers totaling \$52,181.77.
Second by Ms. Linn.
On the call of the roll, members Cosgriff, Kapitan, Lind, Linn, Engen voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Ms. Linn moved to approve the individual voucher in the amount of \$1,122.50 to TL Stroh Architects for partial payment request for May 2021 architectural services (construction administration) in connection with the SRE Building Project.

Second by Mr. Kapitan.
On the call of the roll, members Cosgriff, Kapitan, Lind, Linn, Engen voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Meinecke-Johnson:

Ms. Linn moved to approve the individual voucher in the amount of \$28,823.00 to Meinecke-Johnson for Partial Payment Request #12 for general construction of the SRE Building Project.

Second by Mr. Kapitan.

On the call of the roll, members Cosgriff, Kapitan, Lind, Linn, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Plains Mechanical:

Ms. Linn moved to approve the individual voucher in the amount of \$54,848.70 to Northern Plains Mechanical for mechanical construction of the SRE Building Project.

Second by Mr. Kapitan.

On the call of the roll, members Cosgriff, Kapitan, Lind, Linn, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Rickard Electric:

Ms. Linn moved to approve the individual voucher in the amount of \$4,881.69 to Rickard Electric for Partial Payment Request #11 for electrical construction of the SRE Building Project.

Second by Mr. Kapitan.

On the call of the roll, members Cosgriff, Kapitan, Lind, Linn, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Ms. Linn moved to approve the individual voucher in the amount of \$58,895.58 to Mead & Hunt for partial payment request for engineering services in connection with the Cargo Apron Expansion – Phase IV.

Second by Mr. Kapitan.

On the call of the roll, members Cosgriff, Kapitan, Lind, Linn, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Trio Environmental Consulting:

Ms. Linn moved to approve the individual voucher in the amount of \$135.00 to Trio Environmental Consulting for sample analysis for the SRE Building Project.

Second by Mr. Kapitan.

On the call of the roll, members Cosgriff, Kapitan, Lind, Linn, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from Brandon Olson, Cass Clay Farms, Requesting an Extension to His Farmland Lease:

The communication dated June 17, 2021, from Brandon Olson, Cass Clay Farms, requesting a three-year extension was received and filed without objection.

Mr. Kapitan moved to approve the request from Cass Clay Farms for a three-year extension of their farmland lease (2022, 2023, 2024 crop years).

Second by Ms. Linn.

On the call of the roll, members Cosgriff, Kapitan, Lind, Linn, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from Scott and Matt Beaton, Beaton Farms, Requesting an Extension to Their Farmland Lease:

The communication dated June 11, 2021, from Scott and Matthew Beaton, Beaton Farms, requesting a three-year extension to their farmland lease was received and filed without objection.

Mr. Kapitan moved to approve the request from Beaton Farms for a three-year extension of their farmland lease (2022, 2023, 2024 crop years).

Second by Ms. Linn.

On the call of the roll, members Cosgriff, Kapitan, Lind, Linn, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from Paul Bernabucci Requesting a Five-Year Extension of Hangar Ground Lease:

The communication dated June 17, 2021 from Paul Bernabucci requesting a five-year extension to his hangar ground lease was received and filed without objection.

Ms. Linn moved to approve the request for a five-year lease extension to Paul Bernabucci.

Second by Mr. Kapitan.

On the call of the roll, members Cosgriff, Kapitan, Lind, Linn, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from Gavilon Group, LLC Requesting and Extension of Their Eastside Terminal Lease:

The communication dated June 17, 2021, from Gavilon requesting a two-year extension to their lease in the Eastside Terminal Building was received and filed without objection.

Ms. Linn moved to approve the two-year lease extension requested by Gavilon Grain, LLC.

Second by Mr. Kapitan.

On the call of the roll, members Cosgriff, Kapitan, Lind, Linn, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Discussed Responses to Parking Access and Revenue Control System (PARCS) Recommendation to Reject All Bids and Re-Advertise:

Mr. Dobberstein introduced Mr. Brad McAllister and Mr. Tom Strasshofer, SP Plus, joining the meeting via zoom.

Mr. Dobberstein stated at our last meeting we received the bid tabulation for the Parking Access and Revenue Control System (PARCS) but took no action since we received only two bids and one of the firms was going to request a waiver from the FAA for the “Buy American” clause which is required in order for the project to qualify for federal funding, but the FAA has not yet taken any action on that request and we don’t know when a final determination will be made. He stated we don’t really have time to wait any longer so he is recommending that the board reject the bids received and begin the re-advertising process with bids due July 16, 2021. He stated removing the “Buy American” clause should open it up to a number of other firms to be able to provide proposals.

Mr. McAllister stated this action should benefit the airport. He stated it is unfortunate that the “Buy American” clause made it impossible for all vendors to respond. He stated this will make the pricing more competitive and favorable to the airport.

Mr. Dobberstein stated we will advertise for three weeks in The Forum and also on our website. He added that SP Plus is managing this project on behalf of the MAA and will make certain that the other vendors are aware that it is being re-advertised.

Ms. Linn moved that we reject all bids and re-advertise for the Parking Access and Revenue Control System (PARCS).

Second by Mr. Kapitan.

Chairman Lind stated he would like the record to show that we are rejecting the bids and re-advertising due to the fact that the “Buy American” clause resulted in bids that were not favorable and in order to move the project forward we need to remove that clause. He stated our system has been down off and on for weeks now and we need to get this equipment replaced as soon as possible. He stated this is impeding our commerce and the way we do business. He stated by rejecting these bids it is going to speed up the process.

Mr. Dobberstein stated there are some American made equipment vendors but SP Plus is not aware of any equipment from those vendors that been tested or installed in our climate.

Vice Chairman Engen called for a vote on the motion.

On the call of the roll, members Cosgriff, Kapitan, Lind, Linn, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Discussed Option to Provide Parking Shuttle During Winter Season:

Mr. Brad McAllister, SP Plus, was recognized via zoom and stated the shuttle service that was implemented for two winter seasons ran 15 hours a day with two driver shifts. He stated estimated cost is about \$54,000. He added that finding drivers will be difficult. He stated they anticipated higher ridership but according to their logs each season saw just over 3,000 riders at a cost of about \$17 per ride, which is high. He stated they found most of the people parking are used to the climate and many people pass on the service and walk into the terminal themselves.

Mr. Dobberstein stated he feels the cost is too high and recommends declining the service for this season.

Discussed Option to Provide Parking Shuttle During Winter Season: (Continued)

Ms. Linn stated she has mixed feelings on this because it is such a good service but the cost is high.

Vice Chairman Engen stated in a year in which we are still recovering from the pandemic and watching our costs he would agree to not pursue the service.

Ms. Linn asked SP Plus to include a question about the seasonal shuttle service during their next passenger survey.

No motion was made and no action was taken.

Received Update from The Arts Partnership:

Ms. Dayna Del Val, The Arts Partnership, was recognized (via zoom). She stated this would be the third year of doing this program with the Airport Authority. She stated due to the pandemic they did not complete all of their performances yet but plan to make up those in the coming year. She stated Flint Communications has done an excellent job of promoting both the art displays and the musical performances. She stated they are proposing the same partnership for the coming year for \$5,000.

Mr. Kapitan moved to continue the partnership between the MAA and The Arts Partnership for art displays and musical performances for the next year at a cost of \$5,000.00.

Second by Ms. Linn.

On the call of the roll, members Cosgriff, Kapitan, Lind, Linn, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Discussed Proposed Exit Plaza Project Process:

Mr. Dobberstein stated the board has been discussing a new exit plaza project and we have been working with SP Plus and TL Stroh on some concepts. He stated since we are looking at a project that will likely exceed \$1 million we had initially thought that Mead & Hunt would take the lead on the project as our engineer, however, their approved scope of work does not include architectural services so we will be required to advertise for a Request for Qualifications from architectural firms for the design of an exit plaza. He stated the board can then select an architect and proceed with the project. He stated it will take time to advertise and select an architectural firm so he does not see us realistically starting the project until next year.

Mr. Dobberstein asked Mr. McAllister if moving ahead with the installation of the new equipment this year would cause logistical problems when it would need to be moved into the new structure next year when that is completed.

Mr. Brad McAllister (SP Plus) was recognized (via zoom) and stated he had a good meeting with Mead & Hunt and TL Stroh last week and they are working to put together a plan to replace the PARCS system this year and building the exit plaza around the new equipment next spring. He stated that would be the most efficient and cost-effective way to do that.

Mr. Kapitan moved to authorize advertising for a Request for Qualifications from architectural services for the design of a parking lot exit plaza.

Discussed Proposed Exit Plaza Project Process: (Continued)

Second by Ms. Linn.

On the call of the roll, Cosgriff, Kapitan, Linn, Lind, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Preliminary CY2022 Operations and Maintenance and Airport Improvement Fund Budgets:

Mr. Dobberstein presented and reviewed the CY2022 Operations and Maintenance Budget (revenue and expenses) and the Airport Improvement Fund Budget.

After review and discussion, Ms. Linn moved to approve the preliminary CY2022 Operations and Maintenance Budget and CY2022 Airport Improvement Fund Budget.

Second by Mr. Kapitan.

On the call of the roll, members Cosgriff, Kapitan, Linn, Lind, Engen voted aye.

No member being absent and none voting nay the motion was declared carried.

Discussed July Meeting Dates:

Meeting dates for July were set for July 20 and July 27, 2021.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated they are waiting for final inspections on the mechanical and electrical portions of the SRE Building. He stated they are finishing work on the retention pond as well as some of the pavement between the two buildings.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Northern Improvement is busy pouring concrete on the Cargo Apron Expansion Project.

Other Business:

Mr. Dobberstein reported that our passenger boardings for May 2021 were down only 21.3% over 2019, so things are coming back.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, July 20, 2021, at 8:00 a.m.

Time at adjournment was 8:50 a.m.

Regular Meeting

Tuesday

July 20, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 20, 2021, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Cosgriff (via zoom), Engen, Kapitan, Linn, Lind
Absent: None
Others: Bossart, Strand (via zoom)

Chairman Lind presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held June 22, 2021:

The minutes of the Regular Meeting of the Municipal Airport Authority held June 22, 2021, were approved without objection.

Approved the Airport Vouchers Totaling \$118,219.37:

Mr. Engen moved to approve the airport vouchers totaling \$118,219.37.
Second by Ms. Linn.
On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Volaire Aviation, Inc.:

Mr. Kapitan moved to approve the individual voucher in the amount of \$1,875.00 to Volaire Aviation, Inc. for data subscription for second quarter 2021 data.
Second by Mr. Engen.
On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.
No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Parsons Electric:

Mr. Kapitan moved to approve the individual voucher in the amount of \$467.50 to Parsons Electric for utility locates for the parking lot project.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Kapitan moved to approve the individual voucher in the amount of \$11,962.39 to Flint Communications for partial payment request for 2021 Airport Marketing Program.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Improvement:

Mr. Kapitan moved to approve the individual voucher in the amount of \$3,621,697.88 to Northern Improvement Company for Partial Payment Request #8 for construction of the Cargo Apron Expansion – Phase IV (ASUP50/AIP51).

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Kapitan moved to approve the individual voucher in the amount of \$3,550.50 to TL Stroh Architects for partial payment request for architectural services (construction administration) in connection with the SRE Building Project.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Kapitan moved to approve the individual voucher in the amount of \$940.00 to TL Stroh Architects for partial payment request for architectural services in connection with the SRE Building Project.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Meinecke-Johnson:

Mr. Kapitan moved to approve the individual voucher in the amount of \$29,400.00 to Meinecke-Johnson for Partial Payment Request #13 for general construction of the SRE Building.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Plains Mechanical:

Mr. Kapitan moved to approve the individual voucher in the amount of \$23,985.00 to Northern Plains Mechanical for Partial Payment Request #12 for mechanical construction of the SRE Building.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Certify Mill Levy to the Board of City Commissioners for 2022 Improvements, per Section 2-06-14 of the North Dakota Century Code:

Mr. Engen moved to certify to the Board of City Commissioners a mill levy of \$1.4 million, not to exceed 2.0 mills for 2022 improvements, per Section 2-06-14 of the North Dakota Century Code.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Managed Service Provider Proposals for IT:

Mr. Dobberstein stated we published a Request for Proposals for managed service providers for Information Technology (IT) and received proposals from the following (7) firms. The proposals have been distributed to the board members.

High Point
Corporate Technologies
Marco
NetCenter Technologies
S&L
NetCenter
Loffler

The board members will be provided with a scoring sheet with a goal to make an award at the next meeting.

Received Update Regarding MAA Transition Process:

Mr. Dobberstein gave an update on the progress of the MAA transition process.

Received Communication from Roger Tidd Requesting an Extension of Eastside Terminal Lease:

The communication from Mr. Roger Tidd dated July 2, 2021, requesting a one-year extension of his office lease was received and filed without objection.

Mr. Engen moved to approve the one-year extension to Roger Tidd's Eastside Terminal lease effective August 1, 2021.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from the ND American Legion Auxiliary Requesting an Extension of Eastside Terminal Office Lease:

The communication from Marcy Schmidt, ND American Legion Auxiliary, dated June 21, 2021, requesting a two-year extension of their lease in the Eastside Terminal was received and filed without objection.

Mr. Engen moved to approve the two-year extension to the ND American Legion Auxiliary's lease in the Eastside Terminal effective August 1, 2021.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Change Order #1 to Northern Improvement Company for an Increase of \$48,000.00 Associated With Hauling Excess Clay Material Offsite:

Change Order #1 for an increase of \$48,000.00 to the Cargo Apron Expansion – Phase IV Project is based on \$8/CY and an estimated volume of 6,000 CY to be removed from the project site.

Mr. Jeff Klein, Mead & Hunt, was recognized and explained this was for the removal of clay material for the glycol holding tank retention pond. He stated attempts were made to find someone interested in the clay but they did not find anyone. He added that the FAA has approved the change order.

Mr. Engen moved to approve Change Order #1 to Northern Improvement Company for an increase of \$48,000.00 associated with hauling excel clay material offsite in connection with the Cargo Apron Expansion – Phase IV Project.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Encroachment Agreement from SE Cass Water Resource District for Drain 10 to Accommodate Fargo Jet Center Fuel Farm Project:

The proposed Encroachment Agreement by Southeast Cass Water Resource District, the Municipal Airport Authority and Fargo Jet Center LLC was received and filed without objection.

Fargo Jet Center owns the fuel farm and is proposing improvements to the fuel farm which will require a building permit from the City of Fargo and will be within 175 feet of Drain 10, therefore violating the setback requirements.

Mr. Dobberstein stated Attorney Bossart has reviewed the agreement and he would recommend the board's approval.

Mr. Engen moved to approve the Encroachment Agreement for Cass County Drain 10.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Adopted Resolution of Appreciation to the Fargo Park District Staff for Planting and Maintaining Flower Gardens in Front of the Passenger Terminal:

Mr. Kapitan offered the following Resolution of Appreciation and moved its adoption:

WHEREAS, the Municipal Airport Authority and the Fargo Park District have enjoyed many years as partners in cooperative efforts for the citizens of Fargo, as well as passengers and visitors to the airport, and

WHEREAS, the two organizations have worked together on many successful projects such as the parks and soccer complex near the airport, as well as the Airport Viewing Park, and

WHEREAS, the Municipal Airport Authority appreciates the efforts by the Fargo Park District staff in maintaining these areas, and

WHEREAS, the Municipal Airport Authority would like to extend special thanks for the beautiful flower gardens in front of the terminal building which are enjoyed by thousands of visitors and airport employees throughout the season.

NOW THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority extends its appreciation and thanks to the Fargo Park District and its dedicated staff.

BE IT FURTHER RESOLVED, that this resolution be inscribed upon the permanent minutes of the Municipal Airport Authority and a certified copy of the herein resolution be forwarded to the Fargo Park District.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the resolution was declared to have been duly passed and adopted.

Adopted Resolution of Congratulations to Retiring ARFF Captain, David Belcher:

Mr. Engen offered the following resolution of congratulations to retiring ARFF Captain, David Belcher:

WHEREAS, Airport Fire Captain David Belcher, will complete his last shift as an airport firefighter at Hector International Airport on July 21, but true to form has offered his services through the Fargo Airsho, and

WHEREAS, David Belcher has served during a 38-year distinguished career as a firefighter both in military service and for Hector International Airport, providing valuable experience during the transition in 2014, and

WHEREAS, Captain Belcher has been a dedicated and valued employee on the airport with a stellar record of always being here and always being ready for duty, and his experience and friendship will be greatly missed.

NOW THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority thanks Mr. David Belcher for his many years of service and extends its best wishes for many years of enjoyment in his retirement and future endeavors.

BE IT FURTHER RESOLVED, that this resolution be inscribed upon the permanent minutes of the Municipal Airport Authority and a certified copy of the herein resolution be forwarded to Mr. Belcher.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the resolution was declared to have been duly passed and adopted.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and gave an update on the SRE Building Project. He stated we have had issues with the concrete contractor that have not yet been resolved. He stated most of the inspections have been completed and should be done by the end of next week.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated the issue with the concrete comes down to poor quality workmanship.

Mr. Klein presented a video on the progress of the Cargo Apron Expansion Project.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, August 10, 2021.

Time at adjournment was 8:42 a.m.

Regular Meeting

Tuesday

August 10, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 10, 2021, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Engen, Cosgriff (via zoom), Kapitan, Linn, Lind
Absent: None
Others: Bossart (via zoom), Strand (via zoom)

Chairman Lind presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority held August 10, 2021:

Ms. Linn moved to approve the minutes of the Regular Meeting of the Municipal Airport Authority held August 10, 2021.

Second by Mr. Engen.

On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.

Absent and not voting: Cosgriff

Approved the Airport Vouchers Totaling \$57,388.06:

Mr. Engen moved to approve the airport vouchers totaling \$57,388.06.

Second by Ms. Linn.

On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.

Absent and not voting: Cosgriff

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$106,951.42 to Mead & Hunt for partial payment request for engineering services in connection with the Cargo Apron Expansion – Phase IV.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.

Absent and not voting: Cosgriff

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$10,037.50 to Mead & Hunt for partial payment request for engineering services in connection with the East Economy Parking Lot.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.

Absent and not voting: Cosgriff

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Engen moved to approve the individual voucher in the amount of \$416,544.84 to Northern Improvement Company for Partial Payment Request #9 for construction of the Cargo Apron Expansion Project – Phase IV (AIP51).

Second by Mr. Kapitan.

On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.

Absent and not voting: Cosgriff

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Engen moved to approve the individual voucher in the amount of \$2,739,639.13 to Northern Improvement Company for Partial Payment Request #9 for construction of the Cargo Apron Expansion Project – Phase IV (ASUP50).

Second by Mr. Kapitan.

On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.

Absent and not voting: Cosgriff

The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Engen moved to approve the individual voucher in the amount of \$7,042.45 to Flint Communications for partial payment request for 2021 Airport Marketing Program.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.

Absent and not voting: Cosgriff

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Engen moved to approve the individual voucher in the amount of \$1,742.50 to TL Stroh Architects for partial payment request for architectural services (construction administration services) in connection with the SRE Building Project.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.

Absent and not voting: Cosgriff

The motion was declared carried.

Mr. Cosgriff now present.

Approved Change Orders to Meinecke-Johnson Company for SRE Building Project:

Ms. Linn moved to approve the change orders as follows to Meinecke-Johnson for general construction of the SRE Building Project:

Change Order #3 for an increase of \$4,064.00 (Item #1).

Change Order #3 for an increase of \$9,893.00 (Item #2).

Change Order #4 for an increase of \$29,330.00 (Item #1).

Change Order #4 for an increase of \$16,043.00 (Item #2).

Change Order #4 for an increase of \$8,400.00 (Item #3).

Change Order #5 for an increase of \$7,201.00.

Change Order #6 for an increase of \$2,326.00.

Change Order #7 for an increase of \$1,629.00.

Change Order #8 for an increase of \$6,374.00.

Change Order #9 for an increase of \$30,761.00.

Change Order #10 for an increase of \$791.00.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Change Order to Northern Plains Mechanical for the SRE Building Project:

Ms. Linn moved to approve Change Order #2 for an increase of \$17,980.00 to Northern Plains Mechanical for the SRE Building Project.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved Change Order to Rickard Electric:

Ms. Linn moved to approve Change Order #7 to Rickard Electric for an increase of \$558.72 for the SRE Building Project.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized and gave an update on the SRE Building Project. He stated they are waiting for the mechanical contractor to complete their punch list and also working with Meinecke-Johnson and their subcontractor on some concrete issues.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated Northern Improvement is on track to complete the cargo apron expansion project by September 3. He stated the seeding portion of the project may be an issue due to the drought conditions.

Received Proposed Contract from Mead & Hunt to Prepare Access Control System Upgrade for a Fee of \$87,980.00:

The proposed contract from Mead & Hunt was received and filed without objection.

Mr. Michael DeVault, Mead & Hunt, was recognized via zoom reviewed the proposed contract. He stated the plan is to design the access control system upgrade over the fall and winter months (2-3 months) and begin construction in the spring of 2022.

Ms. Linn moved to approve the contract with Mead & Hunt to prepare access control system upgrade for a fee of \$87,980.00.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

Received Proposed Contract from Mead & Hunt to Conduct Passenger Terminal Area Study for a Fee of \$584,131.00:

The proposed contract from Mead & Hunt to conduct Passenger Terminal Area Study was received and filed without objection.

Mr. Dobberstein stated we had started this process prior to the pandemic but the FAA put a hold on it and now has again approved the scope and wants us to move forward.

Mr. Engen moved to approve the contract with Mead & Hunt to conduct a Passenger Terminal Area Study for a fee of \$584,131.00.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Bid Tabulation and Recommendation of Award from SP+ for the Replacement of the Parking Access Control and Revenue System:

Mr. Brad McAllister, SP Plus, was recognized via zoom. He stated we received proposals from five (5) vendors for replacing the parking access and revenue control system as follows:

Amano
Designa
Flash Parking
Ski Data
Tiba

Mr. McAllister stated after review of the proposals they are recommending Flash Parking for multiple reasons but mainly due to price, features, functionality and technical support.

Mr. Dobberstein stated this vendor does meet the Buy American and Davis Bacon requirements to use federal funding.

Mr. McAllister stated timeline for the project begins when the equipment is available and they anticipate a mid-October completion.

Ms. Linn moved to accept the recommendation of SP+ and award the Parking Access Control and Revenue System project to Flash Parking.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Proposals for Proposed Parking Lot Exit Plaza Project and Consider Selection of Architectural Firm and an Alternate Firm:

Mr. Dobberstein stated we advertised a request for qualifications from architects for the design of a parking lot exit plaza and received responses from two firms, TL Stroh Architects and Mutchler Bartram Architects.

The board members reviewed their scorings and it was the consensus to select TL Stroh Architects as the primary and Mutchler Bartram Architects as the alternate.

Mr. Engen moved to approve the selection of TL Stroh Architects as the firm to design a parking lot exit plaza and Mutchler Bartram Architects as the alternate.

Second by Ms. Linn.

There was discussion on moving the exit plaza to the south rather than keeping it in the same location. Discussion included increased cost to move utilities and also potential traffic issues with vehicles exiting the parking lot onto a two-lane road rather than the current one-way road. No action was taken but it was the consensus of the board that Mead & Hunt and SP+ study the possibility of moving the exit plaza, coming up with concepts and costs.

Chairman Lind stated he did not want to miss the opportunity to explore this possibility.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Chairman Lind Discussed Expanding the Scope of the Proposed Parking Lot Exit Plaza Design Project to Include Covered Parking Spaces:

Chairman Lind stated when he was first appointed to the board he was very interested in seeing a parking ramp at the airport. He stated after being on the board for a while he realizes that a parking ramp is not economically feasible at this time. He stated he would like to see the board consider adding the study of the feasibility of covered parking to the parking lot exit plaza design project.

Ms. Linn stated she would have concerns that this changes the scope of the Request for Qualifications.

Ms. Dobberstein stated this was a Request for Qualifications and not a Request for Proposals so the scope of the project was not limited.

Mr. Engen stated he would like to see the two projects separated. He would like to see funds allocated for a study on this type of structure.

Ms. Linn moved to approve a Request for Qualifications for planning and design of covered parking structure of at least 100 spaces in the short-term parking lot.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

Received Request from Cass County Electric for Utility Easement:

The communication from Brent Hodgson, Cass County Electric, dated August 2, 2021, and proposed Right of Way Easement, were received and filed without objection. The easement is for power to a lift station being constructed by the City of Fargo on Drain 10 north of 52nd Avenue North.

Mr. Engen moved to approve the proposed Right of Way Easement requested by Cass County electric Cooperative, Inc., subject to final review and approval by legal counsel.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Discussed Award of Managed Service Provider (IT Services):

Ms. Linn moved to open discussion on proposals to provide IT Managed Services received as follows:

High Point
Corporate Technologies
Marco
NetCenter Technologies
S&L
NetCenter
Loffler

Second by Mr. Engen.

All members present voted aye and the motion was declared carried.

Discussed Award of Managed Service Provider (IT Services): (Continued)

Board members provided comments on each of their evaluations of the proposals provided. Mr. Engen moved to accept S&L as the vendor for Information Technology services. Second by Mr. Kapitan. On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye. No member being absent and none voting nay the motion was declared carried.

Authorized Travel to ARFF Working Group Conference, August 29-September 1, 2021, St. Louis, MO:

Mr. Engen moved to authorize travel to the ARFF Working Group Conference, August 29-September 1, 2021, St. Louis, MO. Second by Mr. Kapitan. On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye. No member being absent and none voting nay the motion was declared carried.

Authorized Travel to the AAAE National Airports Conference, September 26-28, 2021, Savannah, GA, and the Allegiant Air Conference, September 28-30, 2021, Las Vegas, NV:

Mr. Engen moved to authorize travel to the AAAE National Airports Conference, September 26-28, 2021, Savannah, GA, and the Allegiant Air Conference, September 28-30, 2021, Las Vegas, NV. Second by Mr. Kapitan. On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye. No member being absent and none voting nay the motion was declared carried.

Received Draft of Employee Policy Manual:

Copies of the draft Employee Policy Manual were distributed to each board member. Ms. Linn gave an overview of the process used to come up with this draft. She indicated she used the City of Fargo Employee Handbook, as well as the Pro-Resources Manual, as well as airports within a city structure and those governed by an Airport Authority. Mr. Dobberstein stated he would like the board members to review the manual and plan to spend a portion of each of the next few meetings going through the manual section by section. He stated Ms. Linn has spent countless hours putting this together and thanked her for taking the lead on this project.

Received Updated Capital Improvement Plan:

The proposed 2022 Capital Improvement Plan was received and filed without objection. After discussion, Ms. Linn moved to approve the 2022 Capital Improvement Plan. Second by Mr. Engen. On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye. No member being absent and none voting nay the motion was declared carried.

Received Communication from PFM Payment Solutions Regarding Purchase Card:

Mr. Dobberstein provided information on the PFM Payment Solutions Program through the Bank of Montreal, which is the purchase card (pcard) the City of Fargo is currently using. He stated we have used this program and it has worked well for the airport. He stated there may be other programs available but he is not aware that there is a better program. He added that the City of Fargo did an exhaustive search years ago before making this selection.

Ms. Linn moved to continue for now with the Bank of Montreal purchasing card program through PFM Payment Solutions.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Proposals for Snow Removal Equipment and Accessories (Front End Loader):

Mr. Dobberstein stated due to the additional acres of concrete in the cargo area we are in need of additional equipment. He stated we received proposals as follows:

RDO Equipment	John Deere 724P	\$286,500.00
Butler Machinery	Caterpillar	\$296,000.00
Titan Machinery	Case 921G	\$310,337.00

He explained that since the sales areas for these equipment dealers are proprietary these are the only dealers that would have responded to a request for bids. He stated these dealers have provided us with either their state bid prices or Sourcewell prices for this piece of equipment. He stated RDO is the low bid with a John Deere loader and we have purchased two John Deere loaders since 2004 and the operators seem to like them so we are comfortable with recommending awarding the bid to RDO Equipment. He stated the bid does not include a snow attachment but we are researching options on that, which will probably cost in the neighborhood of \$84,000. He added the maintenance staff is looking at a new option available.

Mr. Kapitan moved to approve the purchase of a John Deere 724P front end loader from RDO Equipment per their bid of \$286,500.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and not voting nay the motion was declared carried.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held August 24, 2021.

Time at adjournment was 10:00 a.m.

Regular Meeting

Tuesday

August 24, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 24, 2021, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Engen, Kapitan, Linn, Lind
Absent: Cosgriff
Others: Bossart, Strand (via zoom)

Chairman Lind presiding.

Approved the Airport Vouchers Totaling \$31,573.31:

Mr. Kapitan moved to approve the airport vouchers totaling \$31,573.31.
Second by Ms. Linn.
On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.
Absent and not voting: Cosgriff
The motion was declared carried.

Approved the Individual Voucher to Northern Plains Mechanical:

Mr. Engen moved to approve the individual voucher in the amount of \$3,576.60 to Northern Plains Mechanical for Partial Payment Request #13 for mechanical construction of the SRE Building.
Second by Ms. Linn.
On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.
Absent and not voting: Cosgriff
The motion was declared carried.

Approved the Individual Voucher to Obernel:

Mr. Engen moved to approve the individual voucher in the amount of \$12,250.00 to Obernel Engineering for partial payment request for engineering services in connection with the Westside Terminal HVAC Pathogen Mitigation Project.
Second by Ms. Linn.
On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.
Absent and not voting: Cosgriff
The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$74,026.19 to Mead & Hunt for partial payment request for engineering services in connection with the Cargo Apron Expansion – Phase IV.

Second by Ms. Linn.

On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.

Absent and not voting: Cosgriff

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$1,450.90 to Mead & Hunt for partial payment request for planning services in connection with the DBE Program Update FY21-23.

Second by Ms. Linn.

On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.

Absent and not voting: Cosgriff

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$24,090.00 to Mead & Hunt for partial payment request for engineering services in connection with the East Economy Parking Lot Project.

Second by Ms. Linn.

On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.

Absent and not voting: Cosgriff

The motion was declared carried.

Car Rental Industry Update:

Representatives of Hertz, Avis/Budget, and National/Alamo/Enterprise presented an update on the car rental industry.

Reconsidered RFQ for Proposed Covered Parking Study:

Mr. Dobberstein stated at the last meeting the board voted to approve a Request for Qualifications for planning and design of covered parking structure of at least 100 spaces in the short-term parking lot.

Ms. Linn moved to rescind her motion to approve a Request for Qualifications for planning and design of covered parking structure of at least 100 spaces in the short-term parking lot.

Second by Mr. Engen.

On the call of the roll members Engen, Kapitan, Linn, Lind voted aye.

Reconsidered RFQ for Proposed Covered Parking Study: (Continued)

Absent and not voting: Cosgriff

Mr. Dobberstein stated in discussing the matter with Mr. Terry Stroh, TL Stroh Architects, the cost will be substantially less than the \$30,000 level in our purchasing policy. He stated it will probably be more like \$12,000-\$15,000 and most architects may not want to bother going to the process for such a small project so he would recommend the board have TL Stroh conduct the study.

Ms. Linn moved to contract with TL Stroh Architects to conduct a covered parking study rather than doing an RFQ as it falls under the \$30,000 threshold in our purchasing policy.

Second by Mr. Engen.

All members present voted aye and the motion was declared carried.

Discussed CY2022 Cost of Living Adjustment for MAA Employees:

After discussion of a proposed cost of living adjustment for MAA employees for CY2022, Mr. Engen moved to accept the cost of living adjustment of 3.5%, concurrent with the City of Fargo's increase.

Second by Ms. Linn.

On the call of the roll, members Engen, Kapitan, Linn, Lind voted aye.

Absent and not voting: Cosgriff

The motion was declared carried.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated he does not have a lot to report as the cargo apron expansion project is on course for a September 3 completion date. He stated Parson's Electric is waiting for materials to start the relighting project in the north general aviation area and the West Terminal ramp that was bid earlier this year. He stated they are also finalizing plans for the East Economy Parking Lot and will be getting that project out for bids.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated the SRE Building is complete for the most part. He stated they have a meeting today on the areas of concrete that need to be replaced.

Ms. Linn stated she would like to comment on airport projects in light of Mr. Dobberstein's presentation to the City Commission last evening regarding the Airport Authority's need for the two mill levy we are requesting. She stated so many of our capital improvement projects are required by the FAA so we don't always have a choice on how we spend our improvement fund dollars and some of our projects, such as the SRE Building, are long overdue. She stated it is important to get as much funding assistance as we have available and we have been fortunate that this Airport Authority and previous board members, as well as our Executive Director, have done their due diligence in the matter of financial responsibility and we are able to complete these projects.

Reviewed and Approved MAA Employee Policy Manual, Sections 1-5:

The board members reviewed Sections 1-5 of the proposed Municipal Airport Authority Employee Policy Manual. Representatives from ProResources were present. After discussion there were some slight changes noted and Ms. Linn was going to update the draft manual with those changes. Mr. Dobberstein indicated we would be going through another group of sections at the next meeting and advised the board members that any further changes they may have to Sections 1-5 could be discussed also.

The meeting of the Municipal Airport Authority was adjourned until the next regular meeting to be held Tuesday, September 14, 2021.

Time at adjournment was 8:56 a.m.

Regular Meeting

Tuesday

September 14, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, September 14, 2021, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Engen, Cosgriff, Kapitan, Linn, Lind
Absent: None
Others: Bossart, Strand (via zoom)

Chairman Lind presiding.

Approved the Minutes of the Regular Meetings of the Municipal Airport Authority Held August 10, 2021 and August 24, 2021:

Mr. Engen moved to approve the minutes of the Regular Meetings of the Municipal Airport Authority held August 10 and August 24, 2021.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan

The motion was declared carried.

Approved the Airport Vouchers Totaling \$126,728.25:

Ms. Linn moved to approve the airport vouchers in the amount of \$126,728.25.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan

The motion was declared carried.

Kapitan now present.

Approved the Individual Voucher to Sixel LLC:

Mr. Engen moved to approve the individual voucher in the amount of \$19,964.00 to Sixel LLC for passenger enplanement fees, January-July 2021, Allegiant/Nashville, American/Phoenix.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel LLC:

Mr. Engen moved to approve the individual voucher in the amount of \$2,046.00 to Sixel LLC for passenger enplanement fees – August 2021, Allegiant/Nashville.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Engen moved to approve the individual voucher in the amount of \$8,988.24 to Flint Communications for partial payment request for 2021 Airport Marketing Program.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Volaire Aviation:

Mr. Engen moved to approve the individual voucher in the amount of \$1,875.00 to Volaire Aviation for air service data.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Northern Plains Mechanical:

Mr. Engen moved to approve the individual voucher in the amount of \$16,182.00 to Northern Plains Mechanical for Partial Payment Request #14 for mechanical construction of the SRE Building Project.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Obernel Engineering:

Mr. Engen moved to approve the individual voucher in the amount of \$14,000.00 to Obernel Engineering for partial payment request for engineering services in connection with the Westside Terminal HVAC Pathogen Mitigation Project.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects

Mr. Engen moved to approve the individual voucher in the amount of \$2,202.50 to TL Stroh Architects for partial payment request for architectural services (construction administration for the SRE Building).

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Communication from SP+ Regarding Independent Auditor's Report for the Year Ended 6/30/2021:

The board received and filed without objection the independent auditor's report performed by Ciuni & Panichi for SP Plus Corporation for the year ended June 30, 2021. It was their opinion that the statement of gross receipts was in accordance with the financial reporting provisions of the management agreement.

Ms. Linn asked that the members of the City Commission receive copies of this report.

Received Proposals to Remove Shelterbelt Areas:

The communication from Mr. Jim Hanson, Hanson Design Associates, dated September 7, 2021, along with three proposals were received and filed without objection.

Mr. Dobberstein explained that the shelterbelt in question is along 25th Street, west of Highland Park and have been in bad shape for a while. He stated the trees will be removed and we will restore the land back to farmland. He stated Mr. Hanson solicited three bids as follows:

Cougar Tree Care	\$40,920.00
Carr's Tree Service	\$37,450.00
Tylers Tree Service	\$64,050.00

Mr. Hanson (via zoom) stated the prices quoted were based on an on-site burn of the removed trees, which resulted in a significant savings. He stated the low bidder was Carr's Tree Service and they plan to widen the drainage swale through the east shelterbelt to 100' and burn the removed trees on site.

Received Proposals to Remove Shelterbelt Areas: (Continued)

Mr. Engen moved to award the project to the low bidder, Carr's Tree Service.
Second by Ms. Linn.
On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.
No member being absent and none voting nay the motion was declared carried.

Reviewed Temporary Employment Policy Regarding Annual Leave Carry-Over to 2022:

The Temporary Employment Policy – Annual Leave Maximum Accrual for 2021 announcement from the City of Fargo dated June 15, 2021, was received and filed without objection. Mr. Dobberstein explained that normal maximum carryover of annual leave is 508.5 for fire employees and 256 for other employees. He stated the COF increased the carryover for 2021 to 556.5 hours for fire and 296 for other employees.

Mr. Dobberstein stated Attorney Bossart and COF Attorney Johnson have been working on an Employee Acknowledgement and Authorization to Release Information form as we move forward with our transition. Each employee will authorize information be released to ProResources so we can begin the onboarding process.

Mr. Dobberstein stated he had a discussion with Mr. Mike Redlinger, Assistant City Administrator, some weeks ago on how the MAA was going to handle employees' annual leave. He stated the COF's proposal was to pay out each employee effective the termination date of December 26, 2021, which is how they would handle any other termination. He stated the payout would just be annual leave as any sick leave hours in excess of 960 are paid out at 44.4% about the middle of December. He stated his idea is that the MAA would roll forward the maximum accrual hours for annual leave (556.5 for fire, 296 for other employees) and pay out any hours in excess of the maximum in the last payroll. He stated if the employees were paid out the entire balance they would be starting at zero for annual leave accruals. He stated the leave balances are the liability of the MAA, not the City's liability.

Mr. Dobberstein stated the COF changed the maximum accruals in 2020 and 2021 due to the pandemic, (556.5 for fire, 296 for other employees). He stated the MAA employees are requesting that the MAA pay out at a minimum any hours in excess of the 556.5 or 296 on the last payroll. He stated December 26 will be our last payroll date with the COF. ProResources takes over December 27, 2021. He stated the last paycheck on the COF system would then pay out any annual leave in excess of those maximum accrual amounts. He stated the COF was already proposing to do that, only paying out the entire balance.

Chairman Lind asked when we would go back to the normal maximum accrual amounts.

Mr. Dobberstein stated we would do that in 2022 for carryover into 2023.

Mr. Cosgriff asked Attorney Bossart if the employees would have a say in this as it is their benefit.

Attorney Bossart stated she is still working with Attorney Johnson on those final details so she does not know that she has an answer at this point.

Mr. Dobberstein stated it is an MAA liability. He stated the MAA employees expect that their annual leave balances (up to the maximum) would be carried forward.

Reviewed Temporary Employment Policy Regarding Annual Leave Carry-Over to 2022: (Continued)

Chairman Lind asked if the employee can choose whether they want to get paid out or carry over the balance.

Mr. Dobberstein stated he can't imagine any of the employees would not want to carry their balance over, as a majority of the employees have already indicated that is what they would want.

Mr. Kapitan stated he favors Mr. Dobberstein's proposal of carrying the balances forward, however, he would like to poll the employees to see what they want. He stated he assumes everyone would want to carry a balance, but if someone wants to get paid out then pay them out.

Attorney Bossart stated in the original draft of this document it stated that the annual leave balance would be paid out, but after discussion with Attorney Johnson it was agreed that the employee should have the option to roll over the balance. She stated this is the document the COF uses for employee terminations but since this is a hybrid situation the option to roll over the annual leave balance needs to be added.

Mr. Engen asked if this can be incorporated into the process of the employees signing their release questionnaire so that it is explained to them, and have it completed no later than the end of the month of October so it can be dealt with as a census question.

Attorney Bossart stated the document they are working on incorporates this issue along with authorization to transfer all of their information to the MAA and ProResources. She stated they are close to a final draft of this release form.

Mr. Engen moved to accept the request from MAA employees to pay out any annual leave hours in excess of the 556.5 or 296 as of the last payroll date (December 26, 2021) and roll the annual leave balances up to the maximum carryover hours, subject to employee census and opinion that will be submitted to the employees and returned to the MAA board by the end of October.

Second by Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and gave an update on the cargo ramp expansion project. He stated UPS moved to their new facility over the weekend so that was a big accomplishment. He stated they have a few punch list items left for Northern Improvement. He stated Parsons Electric will begin the lighting replacement project in the cargo area and the terminal ramp.

Mr. Terry Stroh, TL Stroh Architects, was recognized and reported on the SRE Building. He introduced Mr. Roger Olson and Mr. Brady Hasbargen, Meinecke-Johnson and they reviewed the interior and exterior punch lists.

Mr. Dobberstein stated other than the exterior concrete the project looks great. He added that we are holding payments until the concrete issues are resolved.

Reviewed and Approved MAA Employee Policy Manual, Sections 6-11, With Addendums 1-5:

Mr. Dobberstein stated Ms. Linn has continued to work on the MAA Employee Policy Manual along with representatives from ProResources.

The board reviewed Sections 6-11 with slight changes noted.

Mr. Dobberstein stated the addendums basically mirror what we are doing now with the COF.

Mr. Dobberstein stated the changes and edits noted today will be made and then a final draft will be provided to board members for final review and adoption.

Other Business;

Mr. Dobberstein stated we will not be meeting September 28 so our next meeting will be October 12. Following that meeting we will have an open house event at the new Snow Removal Equipment Building.

Ms. Linn stated she would like to recognize that our Executive Director, Shawn Dobberstein, was recently elected Chair of the Board for the Fargo Moorhead West Fargo Chamber of Commerce.

Mr. Dobberstein stated he has begun working with our real estate representative, Rick Flacksbarth, on our periodic review of lease rates. He stated Rick will work with two other real estate agents to review the current rates.

Mr. Dobberstein stated the Municipal Airport Authority was awarded the Bridge Builder Award from North Dakota National Guard and presented the plaque to the board.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, October 12, 2021.

Time at adjournment was 9:02 a.m.

Regular Meeting

Tuesday

October 12, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 12, 2021, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Engen, Cosgriff, Linn, Lind
Absent: Kapitan
Others: Bossart

Chairman Lind presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held September 14, 2021:

Mr. Engen moved to approve the minutes of the Regular Meeting of the Municipal Airport Authority held September 14, 2021.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan

The motion was declared carried.

Approved the Airport Vouchers Totaling \$59,236.41:

Mr. Engen moved to approve the airport vouchers totaling \$59,236.41.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$86,415.87 to Mead & Hunt for partial payment request for engineering services in connection with the Cargo Apron Expansion – Phase IV.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Approved the Individual Voucher to Mead & Hunt: (continued)

Absent and not voting: Kapitan
The motion was declared carried.

Approved the Individual Voucher to FlashParking, Inc.:

Mr. Engen moved to approve the individual voucher in the amount of \$195,577.50 to FlashParking, Inc. for Partial Payment Request #1 for Parking Access Revenue and Control System Project.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan
The motion was declared carried.

Approved the Individual Voucher to Northern Improvement Company:

Mr. Engen moved to approve the individual voucher in the amount of \$60,982.60 to Northern Improvement Company for payment in full for Taxiway A2 pavement repair.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan
The motion was declared carried.

Approved the Individual Voucher to PEC Solutions Inc. (Parsons Electric):

Mr. Engen moved to approve the individual voucher in the amount of \$95,871.15 to PEC Solutions (Parsons Electric) for Partial Payment Request #1 for lighting replacement project (North GA and Terminal Ramp).

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan
The motion was declared carried.

Approved the Individual Voucher to Sixel, LLC:

Mr. Engen moved to approve the individual voucher in the amount of \$2,146.00 to Sixel, LLC for September passenger enplanement fees, Allegiant/Nashville.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan
The motion was declared carried.

Approved the Individual Voucher to Flint Communications:

Mr. Engen moved to approve the individual voucher in the amount of \$18,454.76 to Flint Communications for partial payment request for 2021 Airport Marketing Program.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan

The motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Engen moved to approve the individual voucher in the amount of \$1,187.50 to TL Stroh Architects for partial payment request for architectural services (construction administration) for the SRE Building Project.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan

The motion was declared carried.

Received Bids and Recommendation of Award from OberNel for HVAC Pathogen Mitigation Project, Westside Terminal:

Bid tabulation and recommendation of award dated October 5, 2021, from Obernel Engineering, was received and filed without objection.

Mr. Steve Hoepfner, Obernel, was recognized via zoom, and stated the project was bid in three separate bids, general, mechanical and electrical. He stated we received one mechanical bid (Peterson Mechanical) and one electrical bid (Superior Electric) and no general bid. He stated they are recommending awarding the mechanical to Peterson Mechanical and the electrical portion to Superior Electric, including the base bid and Alternates 1 and 2 for both the mechanical and electrical. They also recommend, and Peterson Mechanical has agreed, that the general scope of work be combined with the mechanical contract due to the limited amount of work included in the scope so as not to hold up the project.

Ms. Linn moved to award the bids as follows:

	<u>Base Bid</u>	<u>Alternate #1</u>	<u>Alternate #2</u>
Superior Electric	\$5,716.00	\$6,048.00	\$28,577.00
Peterson Mechanical	\$313,800.00	\$63,600.00	\$43,400.00

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan

The motion was declared carried.

Received Second Amendment to Cargo Airline Operating Agreements Through December 31, 2021 and a Five-Year Extension Effective 1/1/2022 (FedEx and UPS):

The second amendment to cargo airlines operating agreements through December 31, 2021 and five-year extensions effective January 1, 2022 with FedEx and UPS were received and filed without objection.

Mr. Engen moved to approve the revised Cargo Airline Operating Agreements through December 31, 2021, and the five year extensions effective January 1, 2022.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan.

The motion was declared carried.

Received Update Regarding RFP for Advertising Concession:

Mr. Dobberstein stated we are currently advertising a Request for Proposals for the terminal building advertising concession. He stated there is a mandatory pre-proposal meeting on October 20, either in person or virtual, and proposals are due December 1.

Received Communication from Cass County Electric Regarding Revised Easement:

The communication from Brent Hodgson, Cass County Electric Cooperative, dated September 27, 2021, was received and filed without objection.

On August 10, 2021, the MAA approved a proposed Right of Way Easement for power to a lift station being constructed by the City of Fargo on Drain 10 north of 52nd Avenue North. Cass County Electric is now requesting a revision to that easement. It will still be in the North five (5) feet of the levee ROW, except the very east end where they would like to stay running straight East to the Co. 31 ROW and then cross under 31 and stop at that point. Diagram of the easement route was included.

Ms. Linn moved to approve the revised easement as requested by Cass County Electric Cooperative.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan

The motion was declared carried.

Authorized Attendance at the Great Lakes Chapter AAAE/FAA Airports Conference, October 24-26, 2021, Chicago, IL:

Ms. Linn moved to authorize attendance at the Great Lakes Chapter AAAE/FAA Airports Conference, Ocktober 24-26, 2021, Chicago, IL.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan

The motion was declared carried.

Received Letter of Intent from Meadowlark Logistics Regarding Eastside Terminal Office Space Lease and Extension:

The Letter of Intent from Meadowlark Logistics LLC dated September 27, 2021, was received and filed without objection.

The letter requests to lease 1,664 sq. ft. on the first floor of the Eastside Terminal (former UPS office space) effective October 1, 2021 with an expiration date of December 31, 2022. He has also requested an extension of his second-floor space to match the expiration date of December 31, 2022.

Mr. Engen moved to approve the lease and lease extension requested by Meadowlark Logistics LLC.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Linn, Lind voted aye.

Absent and not voting: Kapitan

The motion was declared carried.

Discussed Airport Ground Rental Rates (South GA, North GA, Commercial):

Mr. Dobberstein stated from time to time we evaluate our ground rental rates and will begin that process soon. He stated he has engaged Mr. Rick Flacksbarth, CityScapes Development, and he was going to get together with a couple of other commercial realtors to review the rates. He stated he hopes to have a report from Mr. Flacksbarth at the next meeting.

Discussed Moving Second MAA October Meeting Date to Wednesday, October 27, 2021:

Mr. Dobberstein proposed moving the next meeting date to Wednesday, October 27, 2021. It was the consensus that the meeting would be moved to that date and that a follow-up with all board members would be done.

Airport Construction and Security Update:

Mr. Dobberstein stated yesterday we met with Meinecke-Johnson regarding replacing the substandard concrete work that has been done three times now. He stated they are going to look for another concrete subcontractor and replace the bad concrete.

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated the board had directed them to come up with some options for covered parking. He had a slide presentation of possible options for covered parking in the short-term parking lot.

Chairman Lind stated this is something we have discussed for quite a while and we now have a target at which we can look.

Airport Construction and Security Update: (Continued)

There was discussion on moving the exit plaza to the south end of the parking lot.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated they have been working on the estimated cost to do this. He presented a diagram showing the approximate 147 spaces that would be gained (closer to the terminal building) by relocating the exit plaza to the south along with the 62 spaces that would need to be removed. He stated we could also gain 38 spaces along the west edge of the lot, so the net gain would be 125 stalls. He stated their estimate for civil engineering and utilities to relocate the plaza would be \$650,00-\$700,000.

Mr. Engen stated one advantage would be that the existing site could still be used while building the new site so there would be no interruption of service. He stated he still has traffic concerns on the road at the exit point.

Mr. Brad McAllister, SP Plus, was recognized via zoom and stated the biggest benefit would be the direct line of sight to the exit. He stated if there is a shuttle in the future this also makes for a shorter ride to the terminal building. He stated the extra spaces may eliminate the need for the East Economy Lot. He added that the results from the parking survey done in July should be available by the next meeting.

It was the consensus of the board to delay any decision on moving the exit plaza until further information is received.

Other Business:

Mr. Dobberstein stated representatives from ProResources are present today. He stated the employees are in the process of signing their release forms for the City of Fargo which authorized the COF to transfer information to the MAA and ProResources.

Mr. Dobberstein stated we are working on an updated MOU with the Fargo Police Department regarding the officers at the checkpoint.

Mr. Dobberstein stated the parking access control and revenue equipment is being shipped. He stated Mead & Hunt has been working on getting bids from electrical contractors for the electrical portion of the project. He stated we are hopeful that the system will be operational by December 1.

Chairman Lind stated he would like to express thanks on behalf of the Airport Authority to Mayor Mahoney, Commissioner Gehrig and Commission Strand for their support with the recent airport mill levy request.

The meeting was adjourned until the next Regular Meeting to be held Wednesday, October 27, 2021.

Time at adjournment was 9:20 a.m.

Regular Meeting

Wednesday

October 27, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Wednesday, October 27, 2021, at 8:00 am in the Airport Boardroom.

The members present or absent were as follows:

Present: Engen, Cosgriff, Kapitan, Lind
Absent: Linn
Others: Bossart, Strand (via zoom)

Chairman Lind presiding.

Without objection, the agenda was revised to include Item #10, Adopt Resolution Joining NDPERS Portability Enhancement Provision (PEP) Program, and the amounts for the individual vouchers to Northern Improvement were revised to \$662,929.75 and \$459,745.93.

Approved the Airport Vouchers Totaling \$47,351.01:

Mr. Engen moved to approve the airport vouchers totaling \$47,351.07.
Second by Mr. Kapitan.
On the call of the roll, members Engen, Cosgriff, Kapitan, Lind voted aye.
Absent and not voting: Linn
The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$30,413.75 to Mead & Hunt for partial payment request for engineering services in connection with the Airfield Environmental Clearance Review.
Second by Mr. Kapitan.
On the call of the roll, members Engen, Cosgriff, Kapitan, Lind voted aye.
Absent and not voting: Linn
The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$3,257.00 to Mead & Hunt for partial payment request for engineering services in connection with the Security System Upgrade.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Lind voted aye.

Absent and not voting: Linn

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$48,176.29 to Mead & Hunt for partial payment request for engineering services in connection with the Cargo Apron Expansion – Phase IV.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Lind voted aye.

Absent and not voting: Linn

The motion was declared carried.

Approved the Individual Voucher to Mead & Hunt:

Mr. Engen moved to approve the individual voucher in the amount of \$4,689.19 to Mead & Hunt for partial payment request for engineering services in connection with the lighting replacement project (North GA and Terminal Ramp).

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Lind voted aye.

Absent and not voting: Linn

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement:

Mr. Engen moved to approve the individual voucher in the amount of \$662,929.75 to Northern Improvement for Partial Payment Request #11 for construction of the Cargo Apron Expansion – Phase IV, Project ASUP50.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Lind voted aye.

Absent and not voting: Linn

The motion was declared carried.

Approved the Individual Voucher to Northern Improvement:

Mr. Engen moved to approve the individual voucher in the amount of \$430,960.83 to Northern Improvement for Partial Payment Request #11 for construction of the Cargo Apron Expansion – Phase IV, Project AIP51.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Lind voted aye.

Absent and not voting: Linn

The motion was declared carried.

Received Letter of Intent from Buck's Trading Co., LLC to Lease Space in the Eastside Terminal:

The Letter of Intent dated October 22, 2021, from Mr. Wyatt Tracy, Buck's Trading Co., LLC, was received and filed without objection.

Mr. Engen moved to approve the lease with Buck's Trading Co. LLC, effective for one year commencing November 2, 2021, for 704 square feet of office space in the Eastside Terminal.

Second by Mr. Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Lind voted aye.

Absent and not voting: Linn

The motion was declared carried.

Adopted Resolution of Benefits Extras, Inc. for the Adoption of the Premium Conversion Plan (Flexible Benefits):

Chairman Lind stated the purpose of this item is to consider and discuss the adoption by the MAA of the Premium Conversion Plan for the exclusive benefit of its eligible employees in order to provide certain financial protection for such employees.

After full discussion and due consideration of the proposed changes, upon motion duly made by Mr. Engen, seconded by Mr. Kapitan, and unanimously carried, it was

RESOLVED, that the above-described plan documents be filed with these minutes and become a part of the record hereof, and that the same are hereby adopted.

RESOLVED FURTHER, that the Plan as adopted shall hereinafter be known as Municipal Airport Authority of the City of Fargo Premium Conversion Plan. The effective date of the Plan is January 1, 2022.

RESOLVED FURTHER, that the Chairman and Secretary of the MAA are authorized and directed to enter into and execute in the name of and on behalf of the MAA said plan documents and are authorized and directed to do any and all things and to execute any and all instruments necessary to carry out the purpose and intent of this resolution and that the Secretary of the MAA be and is hereby authorized and instructed to certify these resolutions.

RESOLVED FURTHER, that upon execution of said Adoption Agreement by the Board of the MAA, thereunto duly authorized the Chairman or Secretary of the MAA be and he is hereby authorized and directed to carry this action into full force and effect, commencing on the latest effective date cited above.

Received Update on FlashParking Equipment Installation and Electrical Contractor Coordination:

Mr. Dobberstein stated our responsibility of this project to replace the parking control equipment was to find an electrical contractor. He stated we solicited bids from a number of electrical contractors but did not have a lot of luck getting contractors interested. He stated the lowest bid we did receive was from Sun Electric. He stated there is a meeting next week with FlashParking, SP Plus, and Sun Electric to verify conduit locations so everything is in place when the FlashParking equipment arrives it can be installed. He stated the original proposal was \$132,000, but was reduced by \$9,000 because they used a different sized pole box. He stated the contract is a "not to exceed" amount. He stated there are a number of unknowns since the original project was done in 1986.

Mr. Dobberstein stated SP Plus and Manchester Airport Group has launched the dynamic pricing program in the parking lot and they have seen positive results.

Mr. Engen stated Hertz announced they are purchasing 10,000 electric cars and we will need to begin planning for electrical charging stations in the not too distant future.

Received Update on Airport Advertising Concession RFP:

Mr. Dobberstein stated last week we held the mandatory pre-proposal meeting for the advertising concession. He stated two firms attended. Departure Media, Charleston, SC, attended via zoom and Clear Channel attended in person. He stated proposals are due December 1, 2021.

Received Revised MOU with the Fargo Police Department for TSA Required LEO Services:

Mr. Dobberstein stated he and Attorney Bossart have been working with Asst. City Attorney Nancy Morris on revising the MOU with the Fargo Police Department for LEO services at the security checkpoint. He stated he does not have any issues with the revisions but it will come back to the board for approval after Attorney Bossart's final review.

Received Update Regarding Revised MOU between COF and MAA:

Attorney Bossart was recognized and stated she has been working with City Attorney Erik Johnson on the proposed amended MOU. She stated they are still working on it with the goal of having it finalized so it can be signed before December 26, 2021.

Airport Construction and Security Update:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated they met with Opp Construction regarding the replacement of the substandard concrete which was part of the SRE Building Project. He stated they are also working on final numbers for the closeout of the cargo apron project.

Mr. Dobberstein stated Attorney Bossart has been reviewing the contracts for the HVAC Pathogen Mitigation Project.

Airport Construction and Security Update: (Continued)

Mr. Dobberstein stated the TSA is sending an assessment team here next week to look at renovating the checkpoint to add a third lane and replacing the machines so that they are uniform at all of the airports in the state.

Other Business:

Mr. Dobberstein stated that September 2021 was our third busiest September on record.

Adopted Resolution Joining NDPERS Portability Enhancement Provision (PEP) Program:

A motion was made by Mr. Kapitan for the Municipal Airport Authority of the City of Fargo to join the NDPERS Portability Enhancement Provision (PEP) Program and offer the plan to all eligible employees of the Municipal Airport Authority of the City of Fargo.

The motion was seconded by Mr. Engen.

The board approved joining the NDPERS Portability Enhancement Provision (PEP) Program effective January 1, 2022.

Mr. Dobberstein stated it is our plan to continue the existing 457 Deferred Compensation plan with Mission Square Retirement (formerly ICMA) that a number of employees are currently enrolled in and others may wish to join. He stated we have also joined the NDPERS 457 Plan and employees will have that choice also.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, November 9, 2021.

Time at adjournment was 8:43 a.m.

Regular Meeting

Tuesday

November 9, 2021

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 9, 2021, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Engen, Cosgriff, Kilander, Linn, Lind
Absent: None
Others: Bossart, Strand (via zoom)

Chairman Lind presiding.

Approved the Airport Vouchers Totaling \$61,225.32:

Ms. Linn moved to approve the airport vouchers totaling \$61,225.32.

Second by Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Volaire Aviation:

Mr. Engen moved to approve the individual voucher in the amount of \$1,875.00 to Volaire Aviation for weekly and quarterly airline reports.

Second by Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Flint Communications - \$14,620.98

Mr. Engen moved to approve the individual voucher in the amount of \$14,620.98 to Flint Communications for partial payment request for 2021 Airport Marketing Program.

Second by Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to Sixel LLC:

Mr. Engen moved to approve the individual voucher in the amount of \$2,506.00 to Sixel LLC for October passenger enplanement fees – Allegiant/Nashville.

Second by Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Engen moved to approve the individual voucher in the amount of \$777.50 to TL Stroh Architects for partial payment request for architectural services (construction administration) in connection with the SRE Building.

Second by Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Approved the Individual Voucher to TL Stroh Architects:

Mr. Engen moved to approve the individual voucher in the amount of \$19,125.00 to TL Stroh Architects for partial payment request for architectural services in connection with the Exit Plaza Design.

Second by Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Proposal from Mead & Hunt for Preliminary Design of Cargo Apron Glycol Sewer Forcemain (\$46,000):

The proposal from Mead & Hunt dated November 5, 2021 for Preliminary Design of the Cargo Apron Glycol Sewer Forcemain was received and filed without objection.

Mr. Jeff Klein, Mead & Hunt, was recognized and reviewed the proposal and project. Proper capture and disposal of deicing fluid runoff from the cargo apron is required for the MAA to maintain compliance with storm water runoff permitting. Implementation of the plan for managing the deicing fluid runoff is a two phased approach. Phase I – capturing runoff, Phase II – disposal and treatment of the captured runoff. The capture phase was completed as part of the Cargo Apron Expansion – Phase IV with a 200,000-gallon underground storage tank. The scope of services under this proposed contract are the initial steps in accomplishing Phase II and will be focused on conceptual designs to determine the appropriate disposal treatment alternative. The proposed fee is \$46,000.

Ms. Linn moved to approve the contract with Mead & Hunt for the preliminary design of cargo apron glycol sewer forcemain at a cost of \$46,000.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Continued Discussion Regarding Exit Plaza Project:

Mr. Dobberstein stated at the last meeting Mead & Hunt presented a diagram for moving the exit plaza to the south end of the parking lot. He stated it was discussed that we would have a net gain of about 125 spots but that is not really the case as we could still pave an additional 35 spaces along the west edge of the long-term lot even if the plaza is not moved. He stated the net increase would be more like 100 spaces.

Mr. Dobberstein stated the decision SP Plus and Mead & Hunt need from the board today is where the board wants the exit plaza.

There was concern expressed whether or not the east/west road onto which the traffic will exit would need to be widened. It was determined that if it becomes an issue we can always look at widening the road at a future date rather than pre-emptively before we even know there is a problem.

After discussion, Ms. Linn moved to approve the relocation of the parking lot exit plaza to the south end of the long-term lot.

Second by Mr. Engen.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Received Update Regarding MOU Between the City of Fargo and MAA:

Attorney Bossart stated she is still working with Attorney Erik Johnson on the MOU and also with Asst. City Attorney Nancy Morris on the slight modifications to the amendment to the MOU with the Fargo PD on the officers at the airport.

Commission Strand was recognized (via zoom) and stated they have spent a great deal of time going over the MOU and should have their final changes soon.

Received Revised Capital Improvement Plan:

The revised Capital Improvement Plan was received and filed without objection.

Mr. Dobberstein stated that following a discussion with the ND Aeronautics Commission and the FAA they recommended pavement reconstruction in the south general aviation area. He stated the ND Legislature may be designating up to \$20 million of the Prairie Dog Fund for airports. He reviewed the pavement condition index report conducted by the NDAC recently and the pavement in the south general aviation area is in the worst condition of any on the airport. He stated we have discussed doing some repairs this summer to eliminate the chance of FOD damage to aircraft until replacement can be done.

Mr. Dobberstein stated a large portion of the concrete is currently heavy duty and the chance of getting funding to replace it with heavy duty is zero. He stated this area is considered general aviation and does not warrant heavy duty concrete. He stated the area was built for a different purpose which no longer exists. He stated this is a preliminary concept and we will be presenting this to the tenants for their input.

Mr. Engen moved to approve the Revised Capital Improvement Plan. Second by Kapitan.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Authorized Attendance at the ND Military and Congressional Reception, November 30, 2021, Washington, DC and ICAS, December 6-9, 2-21, Las Vegas, NV:

Mr. Engen moved to authorize attendance at the ND Military and Congressional Reception, November 30, 2021, Washington, DC and ICAS, December 6-9, 2021, Las Vegas, NV.

Second by Ms. Linn.

On the call of the roll, members Engen, Cosgriff, Kapitan, Linn, Lind voted aye.

No member being absent and none voting nay the motion was declared carried.

Transition Update:

Mr. Dobberstein reviewed the MAA Transition Plan and gave updates on items that have been completed and those yet to complete before December 31, 2021.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized (via zoom) and stated the SRE Building is very near completion. He stated the concrete replacement has been completed.

Other Business:

Mr. Dobberstein stated we received notice from the US Department of Transportation that our Small Community Air Service Development Grant that was awarded in 2015 will be extended. He stated Alaska Airlines will not be able to provide a support letter this year due to aircraft and crew issues prohibiting any service expansion at this time.

Chairman Lind stated he was contacted by a local vendor (iDIGITAL Media) regarding our RFP for the advertising concession. He stated they missed the advertisement and so they missed the mandatory meeting. He stated they inquired on whether or not they would still be able to submit a proposal.

After discussion, it was the consensus of the board that the RFP was clear and the pre-bid meeting was mandatory so an exception cannot be made without reopening the process to everyone.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, November 23, 2021.

Time at adjournment was 9:03 a.m.