

Annual Meeting

Tuesday

January 25, 2022

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 25, 2022, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Lind presiding.

Approved the Airport Vouchers Totaling \$381,965.89:

Linn moved to approve the airport vouchers totaling \$381,965.89.  
Second by Kapitan.  
On the call of the roll, Engen, Cosgriff, Linn, Kapitan, Lind voted aye.  
Motion carried.

Approved the Individual Vouchers:

Kapitan moved to approve the individual vouchers:

Mead & Hunt - \$56,739.08

Partial payment request for engineering services in connection with the Air Cargo Apron Expansion, Phase IV.

Mark Sixel Estate - \$2,376.00

Passenger enplanement fees for December (Allegiant/Nashville)

TL Stroh Architects - \$22,500.00

Partial payment request for architectural services for the Exit Plaza Project.

PEC Solutions - \$6,545.85

LED light project NGA, WTERM Apron, 31<sup>st</sup> Street -FINAL payment

Flint Communications - \$12,091.74

Partial payment request for 2021 Airport Marketing Program.

Mead & Hunt - \$6,082.75

Partial payment request for Airfield Environmental Document.

Obernel - \$1,250.00

Partial payment request for engineering services in connection with the Westside Terminal HVAC Pathogen Mitigation Project.

Mead & Hunt - \$20,444.58

Partial payment request for Terminal Area Study.

Mead & Hunt - \$7,836.00

Partial payment request for Airport Security System upgrade.

Sun Electric - \$62,458.65

Partial payment request #2 – FINAL – Parking Access & Revenue Control System electrical project.

TL Stroh Architects - \$18,067.00

Partial payment request for architectural services (construction administration) for the SRE Building Project.

Oshkosh Corporation - \$547,695.00

2021 Oshkosh Plow Truck – Model H2723  
MAA approved March 9, 2021

Meinecke-Johnson - \$242,722.05

Partial Payment Request #15 for general construction of the SRE Building.

Meinecke-Johnson - \$41,483.00

Partial Payment Request #15A for general construction of the SRE Building.

Received Notice from Northstar Aviation Insurance of Tenant Improvement Project for Their Leased Space in the Eastside Terminal Building:

The communication from Marc Lepage, Northstar Aviation Insurance, dated December 29, 2021, was received and filed without objection. The communication requested approval to remove a wall in their office at their expense. An estimate from SOS Carpentry LLC for \$6,925 was included.

No action was necessary.

Received Communication from Allied Universal Regarding Rate Adjustment for Private Security Guard Services Effective January 1, 2022:

The communication from Tom Bright, General Manager, Allied Universal, dated January 4, 2022, was received and filed without objection. The communication advised of new rates for the supervisor, armed and unarmed private security officers effective January 1, 2022.

Authorized Attendance at the ACI/AAAE Legislative Conference, March 3-4, 2022, Washington, DC:

Engen moved to authorize attendance at the ACI/AAAE Legislative Conference, March 3-4, 2022, Washington, DC.

Second by Kapitan.

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

Motion carried.

Approved Advertising Concession Agreement with In-Ter-Space Services, Inc. dba Clear Channel Airports:

Engen moved to approve the Advertising Concession Agreement with the successful bidder, Clear Channel Airports, for a ten-year agreement with one five-year renewal option effective April 15, 2022.

Second by Kapitan.

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

Lind voted no.

Motion carried.

Approved Agreement with Master Construction for Snow Removal Services:

Engen moved to approve the agreement with Master Construction for snow removal services for winter season 2022-2023.

Second by Kapitan.

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

Motion carried.

Received Update from TL Stroh Regarding Exit Plaza Project:

Terry Stroh, TL Stroh Architects, presented an update on the parking lot exit plaza project including renderings of the plaza structure and surrounding areas.

Received Update Regarding Proposed Third Lane for Passenger Security Checkpoint:

Terry Stroh, TL Stroh Architects, presented an update on the passenger security checkpoint expansion project.

Received Update from Mead & Hunt:

Jeff Klein, Mead & Hunt, gave an update on various projects: Terminal Area Study; Security Access Control system replacement; Airfield Environmental Clearance project; Gate 4 boarding bridge replacement project; West Terminal Apron reconstruction project; proposed South General Aviation apron/storm sewer reconstruction project; proposed North General Aviation apron expansion project; East Economy parking lot project; glycol force main project; AIP50, AIP51 and AIP52 grant closeout status; proposed maintenance and reconstruction projects for West Terminal Apron, Airfield vehicle perimeter roads and pay parking lot.

Linn now absent.

Received Update Regarding EideBailly Audit:

Mr. Dobberstein gave an update on the status of the EideBailly audit of the Airport Authority (Agreed Upon Procedures). He stated he received a copy of the second draft, which was provided to the City of Fargo. He stated he reviewed edits with Jamie Fay, EideBailly. The next step is for the report to go to the COF Finance Committee for their review and comment and then forwarded to the City Commission.

Airport Construction and Security Update:

Mr. Dobberstein stated we are still waiting to make final payments to the contractors for the SRE building, subject to the completion of a few items.

Elected Chairman of the Municipal Airport Authority for Calendar Year 2022:

Kapitan moved to elect Rick Engen Chairman for calendar year 2022, as per bylaws.  
Second by Cosgriff.  
On the call of the roll, Cosgriff, Kapitan, Lind voted aye.  
Engen abstained.  
Linn absent.  
Motion carried.

Elected Vice Chairman of the Municipal Airport Authority for Calendar Year 2022:

Engen moved to elect John Cosgriff Vice Chairman for calendar year 2022, as per bylaws.  
Second by Kapitan.  
On the call of the roll, Engen, Kapitan, Lind voted aye.  
Cosgriff abstained.  
Linn absent.  
Motion carried.

Adopted Resolution of Appreciation to Outgoing Chairman, Erik Lind:

Kapitan offered the following resolution and moved its adoption:

WHEREAS, Lt. Col. Erik Lind has just completed a year as Chairman of the Municipal Airport Authority, and

WHEREAS, During the year of Lt. Col. Lind's chairmanship, the Municipal Airport Authority and Hector International Airport have faced many challenges, including continued recovery from the effects of the pandemic on air travel, major improvement projects such as the cargo apron expansion project, SRE building, and a year of preparation for transition to independence from the City of Fargo, and

WHEREAS, Lt. Col. Lind has labored diligently and given unsparingly of his time and efforts in many areas serving as Chairman of the Municipal Airport Authority, providing leadership during this very busy time in the history of the Municipal Airport Authority.

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority does hereby commend Lt. Col. Lind for his effective efforts during her year serving as Chairman and looks forward to his 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 Lt. Col. Erik Lind.

Second by Engen.

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

Lind abstained.

Linn absent.

Motion carried.

Meeting was adjourned until the next Regular Meeting to be held February 8, 2022.

Time at adjournment was 8:58 a.m.

Regular Meeting

Tuesday

February 8, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, February 8, 2022, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Lind, Kapitan (via zoom), Linn (via zoom), Engen  
Absent: Cosgriff  
Others: Bossart, Strand (via zoom)

Chairman Engen presiding.

Approved the Airport Vouchers Totaling \$809,940.13:

Lind moved to approve the airport vouchers totaling \$809,940.13.  
Second by Kapitan.  
On the call of the roll, Lind, Kapitan, Engen voted aye.  
Absent: Cosgriff, Linn  
Motion carried.

Approved the Individual Vouchers:

Lind moved to approve the individual vouchers as follows:

Mead & Hunt - \$1,411.00

Partial payment request for engineering services in connection with the\_LED light project  
NGA, WTERM Apron, 31<sup>st</sup> Street

Peterson Mechanical - \$96,840.00

Partial payment request #1 for W. Terminal HVAC Pathogen Mitigation project.

Voltaire Aviation - \$1,875.00

Weekly and quarterly airline reports

Sixel LLC - \$1,922.00

Passenger enplanement fees – January – Allegiant/Nashville

Approved the Individual Vouchers: (continued)

Terracon - \$14,720.00

Partial payment request for W. Terminal Apron reconstruction project testing.

CMTA (formerly Obernel) - \$625.00

Partial payment request for engineering services in connection with the West Terminal HVAC Pathogen Mitigation project.

Second by Kapitan.

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

Absent: Cosgriff, Linn

Motion carried.

Received Update from TL Stroh Architects Regarding Exit Plaza Project:

Terry Stroh, TL Stroh Architects, was recognized (via zoom) and gave an update on the parking lot exit plaza project. The bid due date is March 8.

Received Update from TL Stroh Architects Regarding Proposed Third Lane for Passenger Security Checkpoint:

Terry Stroh, TL Stroh Architects, was recognized (via zoom) and gave an update on the security checkpoint expansion project. He stated they are working with the TSA on finalizing plans and drawings. He stated they have been talking with contractors and are finding some will not be interested in bidding the project as most of the work has to be done at night.

Linn now present via zoom.

Received Update from Mead & Hunt Regarding Airport Projects:

Jeff Klein, Mead & Hunt, was recognized and gave an update on airport projects. He reviewed the three grants currently open, two for the cargo apron expansion, and one for the SRE Building. He stated plans for the East Economy Parking Lot are complete and bids will be received mid-March. Mead & Hunt is continuing to work on the terminal area study.

Received Report from CMTA Regarding Airborne Pathogen Mitigation Study for Eastside Terminal Building – Spectrum Aeromed Office:

Steve Hoepfner, CMTA (formerly Obernel Engineering) was recognized and presented their Airborne Pathogen Mitigation Study for the Spectrum Aeromed space in the Eastside Terminal. The objection of this study was to review the existing HVAC systems serving Spectrum and provide options for alterations and/or improvements to help mitigate the spread of airborne pathogens. Five options were proposed at a total cost of \$66,500.

Received Report from CMTA Regarding Airborne Pathogen Mitigation Study for Eastside Terminal Building – Spectrum Aeromed Office: (Continued)

Mr. Dobberstein recommended the board authorize CMTA to move forward with this proposal (Options 1-5) and to expand their study to include the rest of the building.

Lind moved to authorize CMTA to proceed with Options 1-5 recommended in the Airborne Pathogen Mitigation Study for the Spectrum Aeromed space in the Eastside Terminal Building, and to expand the scope of their study to the rest of the building.

Second by Linn.

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

Absent: Cosgriff

Motion carried.

Discussed and Authorized Airfield Maintenance Specialist II Position:

Mr. Dobberstein explained that we have had an employee in a temporary firefighter position while one of our firefighters has been on military deployment. He stated we had a recent retirement of a long time Airfield Maintenance Specialist III and would like to move the temporary firefighter into the Specialist II position as the deployed firefighter is ready to return to duty. He stated we would like to keep this employee on staff as he would be a good candidate for the next firefighter position opening.

Lind moved to authorize the Executive Director and staff to make the appropriate staffing decisions and fill the position of Airfield Maintenance Specialist II.

Second by Kapitan.

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

Absent: Cosgriff

Motion carried.

Airport Construction and Security Update:

Mr. Dobberstein gave an update on the SRE Building and a couple of issues that are still being addressed.

Chairman Engen read the following statement:

The Municipal Airport Authority will meet in Executive Session to engage in discussions related to the status of pending or reasonably predictable litigation matters and the status of the same and to provide any necessary instructions to their legal counsel. These discussions have potential financial implications and involve attorney-client privileged communications and an open meeting discussion of these matters could create an adverse financial implication to the Municipal Airport Authority. This Executive Session is authorized pursuant to North Dakota Century Code section 44-04-19.1

Lind moved to adjourn the Regular Meeting and move to Executive Session.

Second by Linn.

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

Absent: Cosgriff

Motion carried.

The meeting was convened at 8:48 am for executive session.

The Executive Session opened at 9:00 am.

Ms. Linn moved to close the Executive Session.

Second by Lind.

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

Executive Session was closed at 9:16 a.m.

Regular Meeting reconvened at 9:20.

Linn moved to adjourn.

Second by Kapitan.

All members present voted aye.

Motion carried.

Time at adjournment was 9:21 a.m.

Regular Meeting

Tuesday

March 8, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 8, 2022, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Engen presiding.

Approved the Airport Vouchers Totaling \$399,157.39;

Ms. Linn moved to approve the airport vouchers totaling \$399,157.39.

Second by Kapitan.

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

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

Approved Individual Vouchers:

Mr. Lind moved to approve the individual vouchers:

- A. TL STROH ARCHITECTS - \$40,800.00  
Partial payment request for architectural services in connection with the Exit Plaza Project.
- B. MEAD & HUNT - \$68,286.87  
Partial payment request for engineering services in connection with the Terminal Area Study for the month of January.
- C. FLINT COMMUNICATIONS - \$15,688.91  
Partial payment request for 2022 Airport Marketing Program.
- D. US CUSTOMS & BORDER PROTECTION - \$15,794.02  
Reimbursement for IT equipment upgrade (10/1/2020 – 9/30/2021).

Approved Individual Vouchers: (Continued)

- E. MEAD & HUNT - \$5,641.27  
Partial payment request for engineering services for the Cargo Apron Glycol Sewer Force Main Project.
- F. PETERSON MECHANICAL - \$54,900.00  
Partial Payment Request #2 for Westside Terminal HVAC Pathogen Mitigation Project.
- G. EIDEBAILLY - \$2,650.00  
2021 PFC Program Audit.
- H. VOLAIRE AVIATION - \$1,875.00  
Airline data.
- I. SIXEL LLC - \$2,108.00  
Passenger enplanement fees – February – Allegiant/Nashville.

Second by Linn.

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

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

Received Communication from EideBailly Regarding CY2021 Passenger Facility Charge Audit:

Ms. Linn moved to receive and file the communication from EideBailly regarding the CY2021 Passenger Facility Charge Audit.

Second by Kapitan.

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

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

The opinion from EideBailly was that the MAA complied, in all material respects, with the compliance requirements that could have a direct and material effect on the PFC Program for the year ended December 31, 2021.

Received Communication from CMTA Regarding Mechanical and Electrical Design Services Contract for Eastside Terminal – Spectrum Aeromed Office Space Airborne Pathogen Mitigation Improvements (\$9,600.00):

The Spectrum Aeromed Airborne Pathogen Mitigation Study from CMTA dated February 2, 2022, and the CMTA Project Proposal dated February 18, 2022, were received and filed without objection.

This was approved by the board at the last meeting. The fee for construction documents and construction administration is \$9,600.00. Mr. Dobberstein stated that CMTA will be doing a review of the entire Eastside Terminal building.

Received Communication Regarding Sale of Hamilton Hangar:

The communication from F. John Williams III, Fredrickson & Byron, dated March 3, 2022, was received and filed without objection. The communication stated that Dr. Clif Hamilton has reached an agreement to sell his hangar to JP Development LLP and is requesting approval from the MAA for the sale of the hangar, subject to JP Development entering into a new ten-year ground lease agreement with the MAA.

Mr. Lind stated while he has no concerns about this particular lease, he does have concerns that we have fostered non-compliance with ensuring that the privately-owned hangars on the airport are used for aviation activity and not just storage of personal property. He stated he wants a provision in all leases that the facility contains an air worthy aircraft with an annual A&P inspection report.

Mr. Jim Sweeney, JP Development, was recognized and stated he would support putting proposed language in the ground leases on the airport but he feels the MAA should first propose the language to the airport tenants and get their feedback before taking any action.

Mr. Kapitan moved to approve the sale of the Hamilton hangar to JP Development, LLP, and enter into a ten-year ground lease, subject to the addition of the proposed new language regarding the requirement for aircraft activity once the language has been finalized.

Second by Lind.

Mr. Dobberstein stated we cannot impose an amendment with these proposed changes on current leases.

Mr. Sweeney stated he just wants to make certain all tenants are treated fair and equally. He stated he does not have a problem with the proposed language changes, but the MAA needs to inform all other tenants.

Chairman Engen clarified that we are just approving the sale today with the understanding that the new lease may contain language different that the existing leases.

Chairman Engen called for a vote on the motion.

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

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

Received Communication Regarding Assignment of Hangar Land Lease from Gerald Eid to James Roers:

The communication from James Roers dated March 1, 2022, was received and filed without objection.

Mr. Roers has negotiated with Mr. Gerald Eid to purchase his hangar and consent to assigning the lease to Jim Roers.

Mr. Dobberstein stated he has had discussions with Mr. Roers and he may even be looking at demolishing the existing building and constructing a new hangar. The Eid lease does have a right of first refusal on the space between his hangar and the adjacent hangar, which would allow for a larger hangar.

Ms. Linn moved to approve the sale of the hangar from Gerald Eid to James Roers and the assignment of lease, which expires June 14, 2024, from Gerald Eid to James Roers.

Second by Kapitan.

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

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

Considered Joint Cooperative Agreement for Use of Fire Department Personnel and Equipment with the City of Moorhead:

Ms. Linn moved to approve the Join Cooperative Agreement for Use of Fire Department Personnel and Equipment with the City of Moorhead.

Second by Lind.

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

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

Received Update of Pavement Condition Index Report:

The Pavement Condition Index Study conducted by Mead & Hunt for the North Dakota State Aeronautics Commission was received and filed without objection and reviewed by the board.

Received Update on Proposed Third Lane for the Security Checkpoint:

Mr. Terry Stroh, TL Stroh Architects, was recognized and gave an update on the addition of a third lane at the security checkpoint. He stated they are working on finalizing the design. He added that they have had a hard time getting contractors to bid on projects.

Received Update on Parking Lot Exit Plaza Project:

Mr. Terry Stroh, TL Stroh Architects, was recognized and stated bids will be opened today for the Parking Lot Exit Plaza Project.

Received Communication from FMCVB Requesting Sponsorship for the 2022 International Roundup Conference, May 14-17, 2022, Fargo:

The communication from Charley Johnson, FMCVB, dated February 24, 2022, was received and filed without objection. The request was for the MAA to be a sponsor of the International Roundup Conference being held in Fargo May 14-17, 2022.

After discussion, it was the consensus of the board that we refer this request to Flint Communications.

Received Update Regarding the Replacement of the Airport Rotating Beacon:

Mr. Dobberstein reported that we received a quote of \$13,199.90 to replace the existing airport beacon from Hali-Brite in Brainerd, MN, which is the only supplier in this area. He stated we will be picking up the unit to save on shipping costs.

Reviewed Capital Improvement Plan Project List:

The 2022 Capital Improvement Plan (3/1/22) was received and filed without objection. The projects and various funding sources were reviewed and discussed.

Received Update on Terminal Area Study:

Representatives from Mead & Hunt, Mitch Walker, Justin Anderson, Brandon Halvorson, and Jeff Klein gave an update on the Terminal Area Study. They reported they submitted their forecasts to the FAA on 2/7/22 and are awaiting comment from the FAA. There is a forecast review meeting with the FAA scheduled for March 29. They are currently conducting interviews with stakeholders.

Received Bids for Snowblower Attachment and Authorized Purchase (\$22,787.40):

Informal bids for the purchase of a snowblower attachment were received as follows:

Fargo Tractor - Snow Wolf Alpha Blower - \$48,500.00

RDO Equipment Co. - John Deere Pronovost P-1080TRC - \$26,500.00

Butler Machinery - Schulte RDX-117 Snow Blower (Sourcewell) - \$22,787.49

Ms. Linn moved to approve the purchase of the Schulte RDX-117 Snow Blower from Butler Machinery at a cost of \$22,787.49.

Second by Lind.

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

Airport Construction and Security Update:

Mr. Dobberstein stated we are working on finalizing the SRE building project and making final payments

Other Business:

Mr. Dobberstein stated on March 2, 2022, we received a communication from Mr. Kent Costin, Finance Director, City of Fargo, advising that the actuarial value of the City of Fargo Pension Termination Payment will be \$37,077.00.

Mr. Lind moved to accept and approve payment of the actuarial value of the City of Fargo Pension Termination Payment in the amount of \$37,077.00.

Second by Linn.

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

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

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held March 22, 2022.

Time at adjournment was 9:39 a.m.

Regular Meeting

Tuesday

March 22, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 22, 2022, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

Present: Lind, Cosgriff, Kapitan, Engen  
Absent: Linn  
Others: Bossart, Strand (via zoom)

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 8, 2022:

Mr. Kapitan moved to approve the minutes of the Regular Meeting held March 8, 2022.  
Second by Lind.  
On the call of the roll, members Lind, Cosgriff, Kapitan, Engen voted aye.  
Absent: Linn  
The motion was declared carried.

Approved the Airport Vouchers Totaling \$299,175.58:

Mr. Lind moved to approve the airport vouchers totaling \$299,175.58.  
Second by Kapitan.  
On the call of the roll, members Lind, Cosgriff, Kapitan, Engen voted aye.  
Absent: Linn  
The motion was declared carried.

Approved the Individual Vouchers:

Mr. Kapitan moved to approve the individual vouchers:

- A. FLINT COMMUNICATIONS - \$18,937.93  
Partial payment request for 2022 Airport Marketing Program.

Approved the Individual Vouchers: (Continued)

- B. CMTA - \$1,875.00  
Partial payment request for engineering services in connection with the HVAC Pathogen Mitigation Project – Westside Terminal.
- C. MEAD & Hunt - \$15,232.00  
Partial payment request for engineering services in connection with the Security System Upgrades.
- D. MEAD & HUNT - \$55,495.28  
Partial payment request for services in connection with the Terminal Area Study.
- E. CMTA - \$2,300.00  
Partial payment request for engineering services in connection with the HVAC Pathogen Mitigation Project – Eastside Terminal (Spectrum space).
- F. TL STROH ARCHITECTS - \$44,351.03  
Partial payment request for architectural services in connection with the Parking Exit Plaza Project.
- G. MEAD & HUNT - \$4,015.00  
Partial payment request for engineering services in connection with the East Economy Lot.

Second by Lind.

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

Absent: Linn

The motion was declared carried.

Received Presentation from GFMEDC Regarding the Document Ready Sites Program:

Representatives of the Greater Fargo Moorhead Economic Development Corporation, Mr. Joe Raso, Executive Director, and Mr. Ryan Aasheim, Chief Business Development Officer gave a presentation on the F-M Regional Document Ready (Certified) Site Program.

After discussion, it was the consensus of the board that this is a work in progress and that the Executive Director continue to work with the GFMEDC on the possibility considering the 40 acres in the south west corner of the airport for this program.

Received Bids and Recommendation of Award from TL Stroh Architects for Parking Exit Plaza Project:

Bids for the Parking Exit Plaza Project were received on March 8, 2022. TL Stroh Architects recommend awarding the four bids as follows:

GENERAL	
TF Powers Construction	\$1,439,000.00
MECHANICAL	
Peterson Mechanical	\$ 99,800.00
ELECTRICAL	
Sun Electric	\$ 327,000.00
CIVIL	
TF Powers Construction	\$ 452,453.00

Mr. Kapitan moved to award the bids for the Parking Exit Plaza Project as recommended by TL Stroh Architects.

Second by Lind.

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

Absent: Linn

The motion was declared carried.

Received Bids and Recommendation of Award from Mead & Hunt for East Economy Parking Lot:

Bids for the East Economy Parking Lot were received March 17, 2022 as follows:

Border States Paving, Inc.	\$1,750,780.13
Sellin Brothers, Inc.	\$1,771,247.00
Northern Improvement Co.	\$1,907,557.55

Mr. Lind moved to award the bid for the East Economy Parking Lot to Border States Paving, Inc., based on their low bid of \$1,750,780.13, and the recommendation of Mead & Hunt.

Second by Kapitan.

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

Absent: Linn

The motion was declared carried.

Received Update on FMCVB Request for Sponsorship of 2022 International Roundup Conference, May 14-17, 2022, and the 2022 National Federation of Press Women, June 23-25, 2022:

Based on the recommendation by Flint Communications, Mr. Lind moved to approve the sponsorship of the 2022 International Roundup Conference, May 14-17, 2022, in the amount of \$1,000.

Second by Kapitan.

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

Absent: Linn

The motion was declared carried.

No motion was made with regard to the request for sponsorship of the 2022 National Federal of Press Women Conference.

Authorized Purchase of Graco LineLazer Airfield Paint Unit (\$30,605.76):

Proposals were received for the purchase of a Graco LineLazer V250 paint unit as follows:

EPIC SOLUTIONS	\$30,605.76
DIAMOND VOGEL	\$33,700.00
SHERWIN WILLIAMS	\$35,385.00

Mr. Lind moved to approve the purchase of a Grace LineLazer V250 from Epic Solutions for \$30,605.76.

Second by Kapitan.

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

Absent: Linn

The motion was declared carried.

Received Communication from ARINC Regarding Installation of New Equipment and New Lease Agreement:

Mr. Dobberstein stated we currently lease space in the basement of the Westside Terminal to ARINC Incorporated. They are requesting expanding the lease space to accommodate additional equipment and have provided a proposed lease agreement, which has been reviewed by Attorney Bossart.

Mr. Kapitan moved to approve the lease agreement with ARINC Incorporated.

Second by Lind.

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

Absent: Linn

The motion was declared carried.

Authorized Attendance at the Self-Contained Breathing Apparatus Class for Two ARFF Employees, July 18-21, 2022, Pittsburgh, PA:

Mr. Lind moved to authorize attendance at the Self-Contained Breathing Apparatus Class for two ARFF employees, July 18-21, 2022, Pittsburgh, PA.

Second by Kapitan.

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

Absent: Linn

The motion was declared carried.

Authorized Attendance at the 94<sup>th</sup> Annual AAAE Conference, June 5-8, 2022, Seattle, WA:

Mr. Lind moved to authorize attendance at the AAAE Annual Conference, June 5-8, 2022, Seattle, WA.

Second by Kapitan.

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

Absent: Linn

The motion was declared carried.

Received Notice from Dr. David Glatt Regarding Sale of Hangar to Joel Peterson Effective 2/1/2022 (Northwest Hangars):

Notice was received of the sale of one of the hangar units in the Northwest Hangars from Dr. David Glatt to Joel Peterson. Attorney Bossart was directed to draft an Assignment of Lease and a Consent to Assignment, as Dr. Glatt was the party that signed the land lease.

Mr. Kapitan moved to approve the Assignment of Lease from David Glatt to Joel Peterson (Northwest Hangars).

Second by Cosgriff.

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

Absent: Linn

The motion was declared carried.

Received Communication from City of Fargo Finance Committee (Draft) Regarding EideBailly AUP:

The communication dated February 25, 2022, from Kent Costin, Director of Finance, to the City of Fargo Finance Committee (draft copy) was received and filed without objection.

Comments were discussed and it was the consensus of the board that Mr. Cosgriff and Mr. Lind work with the Executive Director on recommendations for consideration at the next meeting.

Received Ground Lease Agreement for JP Development for Purchase of North General Aviation Area Hangar (Hamilton):

Mr. Lind moved to approve the ten-year Ground Lease with JP Development, LLP effective April 1, 2022, for the hangar purchased from Dr. Clif Hamilton.

Second by Kapitan.

Received Ground Lease Agreement for JP Development for Purchase of North General Aviation Area Hangar (Hamilton): (Continued)

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

Absent: Linn

The motion was declared carried.

Received Notice of Proposed Bike Path on MAA Property Leased to the Fargo Park District:

The communication dated October 25, 2021, from Eric Hodgson, City of Fargo Traffic Engineering, was received and filed without objection. The communication included a map of the area of the proposed shared use path to be constructed on airport property currently leased to the Fargo Park District. The proposed project will require further review from the FAA and more information will be provided following that review.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh, gave an update on some remaining items with the SRE Building Project.

Mr. Lind stated he would like to look at the possibility of relocating the airport beacon.

Mr. Jeff Klein, Mead & Hunt, stated he believes that would require a change to the Airport Layout Plan, but he would check with the FAA on what would be required.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, April 12, 2022.

Time at adjournment was 9:23 a.m.

Regular Meeting

Tuesday

April 12, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 12, 2022, at 8:00 a.m. in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Engen presiding.

Chairman Engen welcomed new MAA member Paula Ekman.

Approved the Minutes of the Regular Meeting Held March 22, 2022:

Mr. Lind moved to approve the minutes of the Regular Meeting held March 22, 2022.  
Second by Cosgriff.  
On the call of the roll, Lind, Cosgriff, Ekman, Engen voted aye.  
Absent and not voting: Kapitan  
Motion was declared carried.

Approved the Airport Vouchers Totaling \$315,554.98:

Mr. Lind moved to approve the airport vouchers totaling \$315,554.98.  
Second by Ekman.  
On the call of the roll, Lind, Cosgriff, Ekman, Engen voted aye.  
Absent and not voting: Kapitan  
Motion was declared carried.

Kapitan now present (via zoom).

Approved the Individual Vouchers:

Mr. Lind moved to approve the individual vouchers as follows:

- A. SUPERIOR ELECTRIC - \$17,118.00  
Partial Payment Request #1 for the Westside Terminal Pathogen Mitigation Project.
- B. PETERSON MECHANICAL - \$133,400.00  
Partial Payment Request #3 for the Westside Terminal Pathogen Mitigation Project.
- C. MEINECKE-JOHNSON - \$5,000.00  
Final payment request for general construction of the SRE Building.
- D. FLASHPARKING, INC. - \$356,857.50  
Partial Payment Request #2 for the Parking Access and Revenue Control Project.
- E. BUTLER MACHINERY - \$22,787.49  
Purchase of a Schulte Snowblower (MAA approved 3/8/22).
- F. MARK SIXEL ESTATE - \$2,900.00  
March passenger enplanement fees – Allegiant/Nashville.
- G. FLINT COMMUNICATIONS - \$8,668.86  
Partial payment request for 2022 Airport Marketing Program.

Second by Ekman.

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

The motion was declared carried.

Received Report from CMTA Regarding Eastside Terminal HVAC Pathogen Mitigation Options:

Mr. Steve Hoepfner, Senior Mechanical Engineer, CMTA, was recognized and presented their findings and recommendations for airborne pathogen mitigation for the Eastside Terminal Building. The objective of the study was to review the existing HVAC systems serving the Eastside Terminal and provide options for alterations and/or improvements to help mitigate the spread of airborne pathogens. An opinion of probable cost for each mitigation strategy is provided to assist with determining the correct path moving forward.

Mr. Lind moved to approve moving forward with plans and specifications from CMTA for the airborne pathogen mitigation in the Eastside Terminal.

Second by Kapitan.

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

The motion was declared carried.

Received Change Order #1 for the Westside Terminal HVAC Pathogen Mitigation Project from Peterson Mechanical for and Increase of \$6,514.00:

Change Order #1 from Peterson Mechanical for an increase of \$6,514.00 for the Westside Terminal HVAC Pathogen Mitigation Project was a result of including the scope of work which was to be included in the General Construction portion of the project, but no bids for the General Construction portion of the project were received. Change Order #1 includes custom painting of the air filtration units, etc., to match the color of the ceiling.

Ms. Ekman moved to approve Change Order #1 for an increase of \$6,514.00 to Peterson Mechanical.

Second by Lind.

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

The motion was declared carried.

Received Request from JP Development for Additional North General Aviation Area Ground Lease:

The communication dated April 8, 2022, from Mr. James P. Sweeney, JP Development, was received and filed without objection. The communication submitted their final site plan and legal description for the construction of two adjoining hangars, technical workspace and offices. The entire project will add approximately 50,000 square feet of hangar space and 63,000 square feet of technical and office space. JP Development is requesting to lease land to accommodate this expansion and that the terms of their existing leases be revised to be the same 25-year term with two five-year options, which is consistent with prior requests.

Mr. Darren Hall, Vice President, Business Development, Fargo Jet Center, was recognized and gave a power point presentation covering the history of Weather Modification, Inc. and Fargo Jet Center, their growth over the years and now and their expansion plans.

Mr. James Sweeney was recognized via zoom. He stated this signification investment is the largest build in their history and they are glad to be able to do it in Fargo. He stated they appreciate the support of the Airport Authority.

Mr. Kapitan moved to approve the request from JP Development for the additional land lease and that existing leases be revised to match the initial term of the new ground lease.

Second by Ekman.

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

The motion was declared carried.

Received Update on Proposed Shared Use Path on MAA Property Currently Lease to the Fargo Park District:

Communications from Jason Kral, FAA, dated March 18, 2022, and from Eric Hodgson, Project Manager to David Anderson, FAA, dated February 11, 2022, were received and filed without objection. Mr. Kral's communication indicates the FAA has reviewed the project (Bison Village/10<sup>th</sup> Street North Shared Use Path Project) and have no objection, provided the FAA is notified of construction or alterations as required.

Received Update on Proposed Third Lane for Security Checkpoint:

Mr. Terry Stroh, TL Stroh Architects, was recognized (via zoom) and stated they have invited four general contractors and four electrical contractors to bid on the project for the third lane at the checkpoint. Bids will be received on May 2 and we will have a walk-through of the facility prior to that. He added that it has been hard to find contractors that would be willing to work after hours.

Received Update on East Economy Parking Lot, Security System Upgrade and Gate 4 Boarding Bridge:

Mr. Jeff Klein, Mead & Hunt, was recognized and gave an update on the East Economy Parking Lot, Security System Upgrade and the Gate 4 boarding bridge.

Authorized Attendance at the AAAE Wildlife Management Course, June 6-10, 2022, Minneapolis, MN, and the AAAE Hub Airports Winter Operations & De-icing Conference, July 25-27, 2022, Chicago, IL:

Mr. Lind moved to authorize attendance at the AAAE Wildlife Management Course and the AAAE Hub Airports Winter Operations and De-icing Conference.

Second by Ekman.

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

The motion was declared carried.

Continued Discussion Regarding North and South General Aviation Area Ground Rental Rates:

Mr. Dobberstein stated at the last meeting it was the consensus of the board that Mr. Cosgriff and Mr. Lind work with the Executive Director on recommendations for consideration at the next meeting as a result of the COF Finance Committee's AUP conducted by EideBailly. Mr. Lind and Mr. Dobberstein met with Mr. Rick Flacksbarth, Cityscapes Development, to review airport land lease rates.

Mr. Rick Flacksbarth was recognized and gave a summary of that meeting. He stated it is difficult to find other properties comparable to the airport due to factors such as the reversionary clause in leases. He stated even though it is not being enforced at this time it is still there.

Mr. Strand now absent.

Mr. Lind stated as a result of their meeting they came to the consensus that land leases be increased from eight cents and ten cents per square foot to 20 cents per square foot but we need to determine how we get there without stifling activity.

After discussion, Mr. Cosgriff moved to get examples of rates to compare and then decide where to go from there.

Motion failed for lack of a second.

After further discussion, Mr. Cosgriff moved that we ask for a more detailed report including the data used to arrive at the recommended rate and include examples of specific properties to be reviewed by the MAA.

Second by Ekman.

Mr. Kapitan stated we have to be careful that we are comparing apples to apples.

Continued Discussion Regarding North and South General Aviation Area Ground Rental Rates:  
(continued)

Mr. Lind stated he feels what Mr. Cosgriff is asking for has already been done.  
Chairman Engen called for a vote on the motion.  
Lind voted no.  
Cosgriff, Kapitan, Ekman, Engen voted aye.  
The motion was declared carried.

Received Preliminary CY2021 Statement of Operations:

The preliminary CY2021 Statement of Operations was received and filed without objection.

Airport Construction and Security Update:

There was nothing to report.

Adopted Resolution of Appreciation to Outgoing MAA Member, Tammy Linn:

Mr. Lind offered the following Resolution of Appreciation to Tammy Linn:

WHEREAS, Tammy Linn has just completed a five-year term as a member of the Municipal Airport Authority, and

WHEREAS, Tammy Linn has served the Airport Authority with distinction, giving unsparingly of her time and expertise in many areas, and serving during a very taxing time in the history of the Municipal Airport Authority, and

WHEREAS, during her tenure on the board, both as a member and during her chairmanship, Tammy was always willing to step up and take on projects which others were not so eager to take on, such as the Airport Position Evaluation Committee, drafting the employee handbook, and numerous others, making certain that her absence will be felt.

NOW, THEREFORE BE IT RESOLVED, That the Municipal Airport Authority does hereby thank Tammy Linn for her years of outstanding service, wishes her the best in her future endeavors and requests that she not be a stranger and that she continue her interest in and support for 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 Tammy Linn.

Second by Cosgriff.

On the call of the roll, Lind, Cosgriff, Kapitan, Ekman, Engen voted aye.  
The resolution was declared to have been duly passed and adopted.

The meeting was adjourned until the next Regular Meeting to be held April 26, 2022.  
Time at adjournment was 9:49 a.m.

Regular Meeting

Tuesday

April 26, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, April 26, 2022 at 8:00 am in the Airport Boardroom.

The members present or absent were as follows:

Present: Lind, Cosgriff, Kapitan, Ekman, Engen  
Absent: None  
Others: Bossart

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held April 12, 2022:

Kapitan moved to approve the minutes of the Regular Meeting held April 12, 2022.  
Second by Ekman.  
On the call of the roll, members Lind, Cosgriff, Kapitan, Ekman, Engen  
The motion was declared carried.

Approved the Airport Vouchers Totaling \$271,397.34:

Lind moved to approve the airport vouchers totaling \$271,397.34.  
Second by Kapitan.  
On the call of the roll, members Lind, Cosgriff, Kapitan, Eckman, Engen voted aye.  
The motion was declared carried.

Approved the Individual Vouchers:

Kapitan moved to approve the individual vouchers as follows:

MEAD & HUNT - \$55,979.35  
Partial payment request for Planning Services in connection with the Terminal Area Study.

MEAD & HUNT - \$2,007.50  
Partial payment request for engineering services in connection with the East Economy Parking Lot.

Approved the Individual Vouchers: (continued)

MEAD & HUNT - \$8,605.20

Partial payment request for engineering services in connection with the Security System Upgrades.

PETERSON MECHANICAL - \$55,600.00

Partial Payment Request #3 for mechanical construction of the Westside Terminal HVAC Pathogen Mitigation Project.

Second by Ekman.

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

The motion was declared carried.

Received January, February, March 2022 Financial Statements:

Financial statements for January, February and March 2022 were received and reviewed.

Jamie Passanante, Balance Tax & Accounting, and Steve Sprague, Interim Director of Finance, City of Fargo, were recognized via zoom.

It was requested that Balance Tax & Accounting have an in-service review of the capabilities of QuickBooks for the board. It was agreed to have this presentation at the next meeting.

Steve Sprague was recognized and explained the reasons for waiting to give the MAA the final 2021 numbers from the City of Fargo accounting system to the MAA's new system, resulting in a delay of the January/February/March financial reports. He stated transitions are always difficult and they have had a whirlwind of staff issues. He added that the COF Finance staff would like to get together with the MAA staff and Balance to review everything as the MAA financial reporting will roll into the COF financial reports each year.

Received Proposed RFP for Auditing Services:

The proposed Request for Proposals for Auditing Services for CY 2022 was received and filed without objection.

Mr. Dobberstein stated with no changes being proposed we will publish the request in legals in The Forum and also on our website.

Received Update from Mead & Hunt Regarding Terminal Area Study:

Representatives from Mead & Hunt were recognized, Jeff Klein and Jon Scrapper in person and Brandon Halvorson and Justin Anderson via zoom.

Mead & Hunt presented an update on the Terminal Area Study, noting that the demand forecast submitted to the FAA has received verbal approval and written approval is expected soon.

Mr. Halvorson stated the next step is to put together three internal design concepts during the month of May and by June they should have something to present to the board to select a preferred concept and then develop that concept further. The final concept should be complete by August.

Received Communication from David Sahl, Fargo Aircraft Maintenance, Regarding Installation of Above Ground Fuel Tank in the South General Aviation Fuel Farm Area:

The communication dated April 11, 2022, from Mr. David Sahl, Fargo Aircraft Maintenance, was received and filed without objection. The communication requested approval for the installation of an additional 10,000-gallon Jet A fuel tank adjacent to the current tank he leases from Group VI.

Kapitan moved to approve the concept of the installation of an additional 10,000-gallon Jet A fuel tank for Fargo Aircraft Maintenance and authorized Mr. Sahl to move forward with the next step of meeting the various local, state and federal requirements.

Second by Lind.

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

The motion was declared carried.

Received Bid Tabulation and Recommendation of Award from CMTA for Airborne Pathogen Mitigation Project – Spectrum Aeromed Space in the Eastside Terminal:

The communication dated April 18, 2022, from CMTA was received and filed without objection.

Steve Hoepner, CMTA, was recognized via zoom, and presented bid tabulation for the Eastside Terminal Airborne Pathogen Mitigation Project as follows:

J-Tech Mechanical	\$29,990.00
Peterson Mechanical	\$35,400.00
BDT Mechanical	\$85,141.00

Kapitan moved to accept the recommendation of CMTA and award the bid for the Airborne Pathogen Mitigation Project – Eastside Terminal, to J-Tech Mechanical based on their bid of \$29,990.00.

Second by Ekman.

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

The motion was declared carried.

Received Communication from CNH Industrial America to Alter Their Activated Area Within Foreign-Trade Zone 267, with Concurrence of MAA to US Customs and Border Protection:

The communication dated April 14, 2022, from Lynn Larson, CNH Industrial America, was received and filed without objection. The communication requested approval for the alteration of their activated area within Site 2 of FTZ 267.

Lind moved to approve the request from CNH Industrial America.

Second by Kapitan.

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

The motion was declared carried.

Received Communication from the State Investment Board Regarding Services They Provide to Political Subdivisions in North Dakota:

The communication dated April 13, 2022, from Connie Flanagan, CFO/COO for the ND State Investment Board was received and filed without objection.

Discussion was held regarding airport funds and investment strategy.

Cosgriff moved to pursue an RFP for a financial advisor to the Municipal Airport Authority.

Second by Lind.

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

The motion was declared carried.

Continued Discussion Regarding North and South General Aviation Area Ground Rental Rates:

Mr. Rick Flacksbarth, Cityscapes Development, was recognized and presented a comparable market analysis he prepared for airport hangar ground leases.

After discussion, Cosgriff moved to increase the land lease rates for private hangars to 18 cents per square foot, reaching that rate over a two-year period, reviewing the rates every three years.

Second by Lind.

Mr. James Sweeney, Fargo Jet Center, was recognized and stated he feels it is too aggressive to make up the increase in just two years.

Lind rescinded his second to the motion.

Cosgriff amended his motion to increase land lease rates for private hangars to 18 cents per square foot over a three-year period effective January 1, 2023, and that rates be reviewed every three years.

Second by Lind.

On the call of the roll, Lind, Cosgriff, Kapitan, Ekman voted aye.

Engen voted no.

The motion was declared carried.

Lind now absent.

Reviewed Draft Lease Language for Hangar Ground Leases and Eastside Terminal Leases:

Draft of proposed language for hangar ground leases prepared by Attorney Bossart was received and filed without objection.

Mr. Dobberstein stated there will be many exceptions to these proposed requirements but he asked the board to review the language for further discussion at the next meeting.

Board members were also provided with proposed language to be added to leases with Eastside Terminal tenants acknowledging that the landlord pays the electricity associated with the leased space and that the tenant agrees that the leased space shall not be used for purposes of mining cryptocurrency.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, was recognized via zoom and gave an update on the expansion of the checkpoint lanes. Bids will be received May 3 at 10:30 a.m.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated bids will be received on May 4 for the access control and security update.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, May 10, 2022.

Time at adjournment was 9:50 am.

Regular Meeting

Tuesday

May 10, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, May 10, 2022, at 8:00 am in the Airport Boardroom.

The members present or absent were:

Present: Lind, Cosgriff, Kapitan, Ekman, Engen

Absent: None

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

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held April 26, 2022:

Kapitan moved to approve the minutes of the Regular Meeting held April 26, 2022.

Second by Ekman.

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

The motion was declared carried.

Approved the Airport Vouchers Totaling \$118,041.75:

Lind moved to approve the airport vouchers totaling \$118,041.75.

Second by Kapitan.

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

The motion was declared carried.

Approved the Individual Vouchers:

Lind moved to approve the individual vouchers as follows:

A. VOLAIRE AVIATION - \$3,750.00

April and May air service data and reports.

B. CMTA - \$1,250.00

Partial payment request for engineering services, Westside Terminal Pathogen Mitigation Project.

Approved the Individual Vouchers: (Continued)

- C. CMTA - \$4,320.00  
Partial payment request for engineering services, Eastside Terminal Pathogen Mitigation Project (Spectrum space).
- D. SIXEL ESTATE - \$2,502.00  
Passenger enplanement fees – April, Allegiant/Nashville.
- E. FLINT COMMUNICATIONS - \$17,604.76  
Partial payment request for 2022 Airport Marketing Program.
- F. TL STROH ARCHITECTS - \$490.00  
Partial payment request for architectural services – Parking Lot Exit Plaza.
- G. TL STROH ARCHITECTS - \$10,275.00  
Partial payment request for architectural services – Security Checkpoint Third Lane, Westside Terminal.

Second by Kapitan.

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

The motion was declared carried.

Received Communication from Dave Olig Regarding Sale of Hangar to Joel Peterson:

The communication dated May 2, 2022, from David Olig was received and filed without objection. The communication advised of the sale of David Olig's portion of the Northwest Hangar and requested approval of an assignment of lease from David Olig to Joel Peterson effective May 12, 2022.

Kapitan moved to approve the assignment of lease from David Olig to Joel Peterson.

Second by Ekman.

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

The motion was declared carried.

Attorney Bossart was directed to draft an Assignment of Lease and Consent of Assignment.

Received Bid Tabulation and Recommendation of Award from TL Stroh Architects for Security Checkpoint Third Lane Expansion:

Bid tabulation for Security Checkpoint project (bids received May 2, 2022) were received and filed without objection.

Bids received were as follows:

GENERAL

TF Powers Construction	\$198,500.00
SmithCo	\$245,000.00

Received Bid Tabulation and Recommendation of Award from TL Stroh Architects for Security Checkpoint Third Lane Expansion: (continued)

ELECTRICAL	
Sun Electric	\$ 93,000.00
Bergstrom Electric	\$120,020.00

Lind moved to award the general contract for the checkpoint expansion project to TF Powers Construction and the electrical contract to Sun Electric, as recommended by TL Stroh Architects.

Second by Kapitan.

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

The motion was declared carried.

It was noted that carpet replacement in the checkpoint area would be an additional cost.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for Security System Upgrade:

Bid tabulation for Security System Upgrade (bids received May 4, 2022) was received and filed without objection.

Only one bid was received, Sun Electric, Inc., for \$1,787,701.90. Engineer's estimate was \$1,884,465.00. Mead & Hunt recommended awarding the contract to Sun Electric, Inc.

Lind moved to award the contract for the Security System Upgrade to Sun Electric, Inc..

Second by Ekman.

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

The motion was declared carried.

Continued Discussion Regarding Financial Statements and Report Format Options:

Jamie Passanante, CPA, Balance Tax & Accounting, was recognized and discussed financial statements and report format options. After discussion, Ms. Passanante indicated she would continue to work with staff on financial reporting options.

Received Proposals for Fitness Equipment for ARFF Station:

Proposals for fitness equipment (treadmill, elliptical) for the ARFF station were received as follows:

Push-Pedal-Pull	\$20,260.00
Johnson Fitness & Wellness	\$23,500.00

Lind moved to approve the purchase of the fitness equipment for the ARFF station from Push-Pedal-Pull based on their proposal of \$20,260.00.

Second by Ekman.

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

The motion was declared carried.

Continued Discussion Regarding Financial Advisor Process:

Mr. Dobberstein gave an update on the financial advisor process. He stated the board voted on April 26 to pursue an RFP for a financial advisor to the Municipal Airport Authority.

After discussion, it was the consensus to continue the process for the RFP.

Received Update Regarding Clear Channel Airport Terminal Advertising Program:

The update from Clear Channel Airport was received and filed without objection. Clear Channel provided plans for their capital reinvestment and digital expansion project for advertising in the terminal building.

Airport Construction and Security Update:

Mr. Dobberstein reported that the contractor for the exit plaza project, TF Powers, is going to begin blocking off a section of the long-term parking lot to clear the area of cars so that they will be able to begin construction soon.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, May 24, 2022 at 8:00 a.m.

Time at adjournment was 9:14 a.m.

Regular Meeting

Tuesday

May 24, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND was held Tuesday, May 24, 2022, at 8:00 am in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held May 10, 2022:

Kapitan moved to approve the minutes of the Regular Meeting held May 10, 2022.  
Second by Ekman.  
On the call of the roll, Lind, Cosgriff, Kapitan, Ekman, Engen voted aye.  
Motion was declared carried.

Approved the Airport Vouchers Totaling \$191,535.45:

Lind moved to approve the airport vouchers totaling \$191,535.45.  
Second by Kapitan.  
On the call of the roll, Lind, Cosgriff, Kapitan, Ekman, Engen voted aye.  
Motion was declared carried.

Approved the Individual Vouchers:

Kapitan moved to approve the individual vouchers as follows:

- A. MEAD & HUNT - \$46,196.14  
Partial payment request for terminal area study.
- B. MEAD & HUNT - \$2,720.14  
Partial payment request for engineering services in connection with the Glycol Force Main.

Approved the Individual Vouchers: (continued)

- C. MEAD & HUNT - \$1,216.15  
Partial payment request for engineering services in connection with the Airfield Environmental Document.
- D. MEAD & Hunt - \$5,278.80  
Partial payment request for engineering services in connection with the Security System Upgrade.
- E. RDO EQUIPMENT - \$286,500.00  
Purchase of John Deere Loader (MAA approved 8/10/21).

Received Communication from CityScapes Development to Renew Listing Agreement for Eastside Terminal Building:

Lind moved to approve the extension of the Listing Agreement with CityScapes Development for a one-year term through June 1, 2023.

Second by Ekman.

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

Cosgriff voted no.

Motion was declared carried.

Received Proposal from CMTA for Eastside Terminal Airborne Pathogen Mitigation Design (\$34,000.00):

The proposal from CMTA for the Eastside Terminal Airborne Pathogen Mitigation Design was received and filed without objection.

Kapitan moved to approve the proposal from CMTA for the design of the East Terminal Airborne Pathogen Mitigation Project for a fee of \$34,000.00.

Second by Lind.

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

Motion was declared carried.

Received Change Order #1 to Superior Electric for an Increase of \$2,469.00 for the Westside Terminal Pathogen HVAC Project:

Lind moved to approve Change Order #1 to Superior Electric for an increase of \$2,469.00 to provide and install a new duct smoke detector for the Westside Terminal Pathogen HVAC Project.

Second by Ekman.

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

Motion was declared carried.

Received Communication from TL Stroh Architects Regarding Amendment to Owner/Architect Agreement for Exit Plaza Project. Construction Administration Services – All Not to Exceed \$39,400.00, Civil Engineering \$19,750.00, Construction Material Testing \$13,903.00:

The proposed Amendment to Professional Services Agreement with TL Stroh Architects for the Exit Plaza Project for Construction Administration Services, Civil Engineering, Construction Material Testing was received and filed without objection.

Lind moved to approve the Amendment to Professional Services Agreement with TL Stroh Architects for the Exit Plaza Project.

Second by Kapitan.

On the call of the roll, Lind, Cosgriff, Kapitan, Ekman, Engen vote aye.

Motion was declared carried.

Received Communication from TL Stroh Architects Regarding Design and Construction Administration Services for Security Checkpoint Remodel, Not to Exceed \$33,050.00:

The proposed Agreement for Design and Construction Services from TL Stroh Architects was received and filed without objection. The agreement proposes design and construction services for the security checkpoint remodel for a total not to exceed \$33,050.00.

Ekman moved to approve the contract for Design and Construction Administrative Service with TL Stroh Architects for a cost not to exceed \$33,050.00.

Second by Kapitan.

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

Motion was declared carried.

Received Update from SP Plus Regarding Parking Garage Financial Feasibility:

SP Plus Regional Managers Brad McAllister and Gregory Pierson were recognized and gave a presentation on the potential to build a parking garage. Mr. McAllister stated SP Plus was asked to do a garage feasibility study in 2016 and the study determined it was not financially feasible at that time. He stated they used the 2016 study, updated it with current statistics and not much has changed. He stated conditions now, from a construction standpoint, are even less favorable. SP Plus will provide their spreadsheets used in this updated study for the MAA to do any internal comparisons in the ongoing study of the feasibility of a parking garage.

Continued Discussion Regarding Draft Lease Language for Hangar Ground Leases and Eastside Terminal Leases:

Attorney Stacey Bossart stated since the last discussion on hangar ground leases including language requiring air worthy aircraft, she has been reviewing the FAA's policy on non-aeronautical use of airport hangars dated November 15, 2016. She stated after further research she found that non-air worthy aircraft is already considered a non-aeronautical purpose so the FAA's policy would cover that. She stated we would have to create a list of exceptions. She stated she has drafted some revised language and will come back to the board with another draft after some further investigation.

Airport Construction and Security Update:

David Negrón, TSA Assistant Federal Security Director, was recognized and gave an update on the new x-ray machines to be installed in the expanded three lane checkpoint. He advised we may be down to one lane during the week of July 5.

Jeff Klein, Mead & Hunt was recognized and stated there will be a pre-construction meeting June 9 for the East Economy Parking Lot. He also provided copies of the North Dakota Aeronautics Commission's pavement condition index summary.

The meeting was adjourned until the Regular Meeting to be held Tuesday, June 14, 2022. Time at adjournment was 9:27 a.m.

Regular Meeting

Tuesday

June 14, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 14, 2022, at 8:00 am in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held May 24, 2022:

Lind moved to approve the minutes of the Regular Meeting held May 24, 2022, with one adjustment requested by Cosgriff.

Second by Kapitan.

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

Motion carried.

Approved the Airport Vouchers Totaling \$243,119.57:

Lind moved to approve the airport vouchers totaling \$243,119.57.

Second by Kapitan.

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

Motion carried.

Approved the Individual Vouchers:

Lind moved to approve the individual vouchers as follows:

- A. MEAD & HUNT - \$46,843.56  
Partial payment request for Terminal Area Study.
- B. MEAD & HUNT - \$41,231.94  
Partial payment request for design/planning services for the Westside Terminal Apron Reconstruction.

Approved the Individual Vouchers: (continued)

- C. PETERSON MECHANICAL - \$43,842.60  
Partial Payment Request #5 for the Westside Terminal Pathogen Mitigation Project.
- D. PETERSON MECHANICAL - \$42,731.40  
Partial Payment Request #6 (Final) for the Westside Terminal Pathogen Mitigation Project.
- E. FLINT COMMUNICATIONS - \$10,834.32  
Partial payment request for 2022 Airport Marking Program.
- F. MARK SIXEL ESTATE - \$4,020.00  
May passenger enplanement fees – Allegiant/Nashville.
- G. TL STROH ARCHITECTS - \$9,725.00  
Partial payment request for architectural services in connection with the Security Checkpoint Expansion.
- H. TL STROH ARCHITECTS - \$6,668.69  
Partial payment request for architectural services in connection with the Parking Lot Exit Plaza Project.
- I. CMTA - \$1,250.00  
Partial payment request for engineering services in connection with the Westside Terminal Pathogen Mitigation Project.
- J. CMTA - \$480.00  
Partial payment request for engineering services in connection with the Eastside Terminal Pathogen Mitigation Project (Spectrum).

Second by Kapitan.

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

Motion carried.

Received April 2022 Financial Statements:

April 2022 Financial Statements were received and filed without objection.

Received Communication from Danny Schatz/Northwest Aviation, LLC Regarding Ground Lease Extension for NGA Hangar:

The communication from Danny Schatz dated June 2, 2022, requesting a five-year or ten-year lease extension was received and filed without objection.

Lind moved to approve a ten-year extension to the Northwest Aviation, LLC ground lease.

Second by Kapitan.

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

Motion carried.

Received Request for Assignment of Lease and Landlord Agreement from BE Airport Property, LLC:

Cosgriff moved to approve the Assignment of Lease and Landlord Agreement among Bell Bank, the MAA, and BE Airport Property, LLC, for the hangar ground lease in the NGA cargo area.

Second by Ekman.

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

Motion carried.

Received Communication from Enterprise Car Rental Regarding Ground Lease Extension of SGA Area Service Facility:

The communication dated June 1, 2022, from Julia McGrath, Enterprise Holdings, requesting a five-year lease extension was received and filed without objection. Rental rate per square foot will go from eight cents (8) to the commercial rate of 25 cents per square foot.

Ekman moved to approve the five-year extension requested by Enterprise.

Second by Lind.

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

Motion carried.

Received Proposals for Audit Services:

Proposals for audit services were due May 26, 2022. Proposals were received from Brady Martz and EideBailly.

Cosgriff moved to award the contract for audit services for the year ending December 31, 2022, with an option for four (4) subsequent years to Brady Martz.

Second by Lind.

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

Ekman abstained.

Motion carried.

Received Proposals for Investment Portfolio Manager:

Proposals for investment portfolio management services were due June 9, 2022. Proposals were received as follows:

Buckhead  
Dana  
PFM  
PMA  
Principal

Chairman Engen stated he would like two weeks to review the proposals. He stated the two with the lowest fees were PFM and PMA.

It was the consensus that meetings (via zoom) would be arranged with PFM and PMA, available to all board members and if a quorum of board members would be involved the appropriate notification would be made.

Received Update on New Airport Beacon Operation:

Mr. Dobberstein stated we recently installed a new beacon on the beacon tower and have received positive reports on its visibility.

Discussed Preliminary 2023 Budget:

Mr. Dobberstein stated he is working on the preliminary 2023 budget and will include a two-mill levy request.

Received Proposed MOA with the City of Fargo Public Works Regarding Access and Repair Responsibility for Water/Sanitary Sewer on MAA Property:

Mr. Ben Dow, Public Works Director for the City of Fargo, was recognized via zoom, and stated he has been working with Mr. Dobberstein on a proposed Memorandum of Understanding between the MAA and the COF for the commingled water and sanitary sewer infrastructure serving the airport property constructed and maintained by the COF, serving both the airport and residents of the city located north of the airport.

Attorney Bossart will continue to work with COF Attorney Morris on finalizing this MOA.

Received Proposals from Converjint and First Nation Electric to Upgrade US Customs and Border Protection Surveillance System (Converjint Sourcewell price - \$32,945.42, First Nation Electric - \$3,391.93):

The communication from Ronald J. Barta, Program Manager – Facilities, US Customs and Border Protection, was received and filed without objection.

Received Proposals from Converjint and First Nation Electric to Upgrade US Customs and Border Protection Surveillance System (Converjint Sourcewell price - \$32,945.42, First Nation Electric - \$3,391.93): (continued)

Mr. Dobberstein stated the video surveillance system at the US Customs building needs replacement and this is the responsibility of the MAA. The pricing provided by Converjint was through Sourcewell.

Lind moved to approve the upgrade to the surveillance system at the US Customs Building as proposed by Converjint (\$32,945.42) and First Nation Electric (\$3,391.93).

Second by Ekman.

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

Motion carried.

Airport Construction and Security Update:

Discussion was held on the East Economy Parking Lot project being constructed this summer. The current plan is for 203 spaces but the option to add another 160 spaces to the south was proposed. Mead & Hunt estimated the additional cost to be \$275,000.

Lind moved to approve a change order to the East Economy Lot for the addition of 160 spaces for a total of 363 spaces, subject to final approval of cost.

Second by Kapitan.

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

Motion carried.

Mr. Dobberstein stated at the next meeting we will be having a presentation by Mead & Hunt on the three concepts they are proposing for the terminal expansion project.

The meeting was adjourned until the next meeting to be held Tuesday, June 28, 2022.  
Time at adjournment was 8:57 am.

Regular Meeting

Tuesday

June 28, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 28, 2022, at 8:00 am in the Airport Boardroom.

The members present or absent were as follows:

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

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held June 14, 2022:

Cosgriff moved to approve the minutes of the Regular Meeting held June 14, 2022.  
Second by Ekman.  
On the call of the roll, Lind, Cosgriff, Kapitan, Ekman, Engen voted aye.  
Motion carried.

Approved the Airport Vouchers Totaling \$245,707.07:

Ekman moved to approve the airport vouchers totaling \$245,707.07.  
Second by Cosgriff.  
On the call of the roll, members Lind, Cosgriff, Kapitan, Ekman, Engen voted aye.  
Motion carried.

Approved the Individual Vouchers:

Ekman moved to approve the individual vouchers as follows:

MEAD & HUNT - \$2,046.20  
Partial payment request for engineering services, Glycol Sewer Forecemain.

MEAD & HUNT - \$4,399.00  
Partial payment request for engineering services, Security System Upgrade.

Approved the Individual Vouchers: (continued)

Second by Cosgriff.

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

Motion carried.

Received Communication from Jim Roers Regarding Proposed Expansion and Modification of SGA Hangar:

The communication from Jim Roers was received and filed without objection.

Mr. Roers presented proposed plans for expansion and modification of the hangar he recently purchased from Gerald Eid.

Ekman moved to approve the proposed plans for expansion and modification presented by Mr. Roers.

Second by Cosgriff.

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

Motion carried.

Received Communication from Bernie Ness (NW Leasing LLP) Regarding Ground Lease Extension for SGA Service Facility:

The communication from Bernie Ness, dated June 23, 2022, was received and filed without objection. The request was for a five-year extension on their land lease for the building at 1732 23<sup>rd</sup> Avenue North. The lease rate increases from eight (8) cents per square foot to 25 cents per sf.

Cosgriff moved to approve the request for a five-year extension for NW Leasing LLP.

Second by Ekman.

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

Motion carried.

Received Communication from Roger Tidd Regarding Extension of Eastside Terminal Office Space:

The communication from Roger Tidd dated June 13, 2022, was received and filed without objection. The request was for a one-year extension of his lease in the Eastside Terminal. The standard 3% escalator would apply.

Cosgriff moved to approve the request from Roger Tidd for a one-year extension of his lease.

Second by Ekman.

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

Motion carried.

Continued Discussion Regarding Investment Portfolio Manager Services:

Chairman Engen disclosed that he works with a registered investment advisor and a broker/dealer and has no affiliation with either of the two finalists.

Continued Discussion Regarding Investment Portfolio Manager Services: (continued)

Proposals for investment portfolio management services were due June 9, 2022. Five proposals were received by the board at the June 14 meeting. Engen and Cosgriff conducted meetings along with Mr. Dobberstein (via zoom) with representatives from PFM and PMA, the two finalists after review by all board members.

Cosgriff moved to appoint PFM as the MAA's investment advisor for up to \$20 million in cash reserves for a fee of six (6) basis points.

Second by Ekman.

On the call of the roll, Cosgriff, Kapitan, Ekman, Engen voted aye.

Lind voted no.

Motion carried.

Reviewed Market Adjustment for Airfield Maintenance and Equipment Technician Positions:

Following a market study done by the City of Fargo on equipment operator positions, the City Commission approved a 5% market adjustment for those positions, retroactive to June 1, 2022.

Ekman moved to approve the market adjustment of 5% retroactive to June 1, 2022 for the airport Airfield Maintenance and Equipment Technician Positions.

Second by Cosgriff.

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

Motion carried.

Authorized Attendance at the 2022 ARFF Working Group Annual Symposium, August 28-31, 2022, Championsgate, FL:

Cosgriff moved to authorize attendance at the 2022 ARFF Working Group Annual Symposium, August 28-31, 2022, Championsgate, FL.

Second by Ekman.

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

Motion carried.

Received Communication from the ND Aeronautics Commission Regarding 2022 Grant:

The communication dated June 16, 2022, from the ND Aeronautics Commission advising of 2022 Grant Awards for ND Airports was received and filed without objection. Fargo received \$2 million toward the Cargo Apron Expansion – Phase IV.

Received Proposed Mead & Hunt Contract for Construction Services for East Economy Parking Lot:

The proposed Mead & Hunt contract for Construction Services for the East Economy Parking Lot was received and filed without objection.

Ekman moved to approve the Contract with Mead & Hunt for Construction Services for the East Economy Parking Lot for a fee not to exceed \$215,000, subject to an independent fee review.

Second by Kapitan.

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

Motion carried.

Received Update from Mead & Hunt Regarding Terminal Area Study and Proposed Expansion and Modification Options. Discussed Construction Management at Risk (CMAR) Process:

Representatives from Mead & Hunt gave an update on the Terminal Area Study and the proposed expansion and modification options. They reviewed the design/bid/build process vs. a Construction Management at Risk process. A decision from the MAA on these two approaches is not required at this time but should be made yet this summer.

Ekman now joining via zoom.

Mead & Hunt proposed and reviewed three concepts for the terminal expansion.

Concept #1 - \$119 million

Concept #2 - \$113 million

Concept #3 - \$115 million

Cosgriff moved to approve Concept #3.

Second by Lind.

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

Absent: Ekman

Motion carried.

Airport Construction and Security Update:

The parking lot exit plaza project has started.

The East Economy Parking Lot project will start after July 4 with a completion date of September 16, but an extension of that completion date is anticipated.

The meeting was adjourned until the next Regular Meeting to be held July 12, 2022.

Time at adjournment was 9:50 am.

Regular Meeting

Tuesday

July 12, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 12, 2022, at 8:00 a.m.

Members present or absent:

Present: Lind (via zoom), Cosgriff, Kapitan (via zoom), Ekman, Engen

Absent: None

Others: Bossart, Strand

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held June 28, 2022:

Kapitan moved to approve the minutes of the Regular Meeting held June 28, 2022, with noted changes.

Second by Ekman.

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

Motion carried.

Approved the Airport Vouchers Totaling \$199,060.80:

Ekman moved to approve the airport vouchers totaling \$199,060.80.

Second by Lind.

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

Motion carried.

Approved the Individual Vouchers:

Kapitan moved to approve the individual vouchers:

A. VOLAIRE AVIATION - \$3,750.00

June/July data reports.

B. OSHKOSH - \$45,441.00

Snow plow attachment for Oshkosh chassis.

Approved the Individual Vouchers: (continued)

- C. CMTA - \$1,250.00  
Partial payment (Final), Westside Terminal Pathogen Mitigation Project.
- D. CMTA - \$2,720.00  
Partial payment request, Eastside Terminal Pathogen Mitigation Project.
- E. FLINT COMMUNICATIONS - \$19,786.88  
Partial payment request for 2022 Airport Marketing Program.

Received Updated CIP (7/1/22):

The Capital Improvement Plan updated 7/1/22 was received and filed without objection.

Strand now present.

Received Preliminary 2023 Budget:

Mr. Dobberstein presented and reviewed the preliminary Operations and Maintenance and Improvement Fund Budgets for 2023.

Ekman moved to approve the preliminary 2023 budget.

Second by Cosgriff.

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

Motion carried.

Certify Mill Levy to the Board of City Commissioners for 2023 Improvements, per Section 2-06-14 of the North Dakota Century Code:

Cosgriff moved to certify to the Board of City Commissioners a mill levy of \$1.5 million, not to exceed 2.0 mills for 2023 improvements, per Section 2-06-14 of the North Dakota Century Code.

Second by Kapitan.

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

Motion carried.

Received Proposed Investment Advisory Agreement with PFM Asset Management, LLC:

Brian Johnson and Danny Nelson, PFM, joined the meeting via zoom.

The proposed Investment Advisory Agreement with PFM Asset Management, LLC, was received and filed without objection, and reviewed by the board.

Cosgriff moved to approve the proposed Investment Advisory Agreement between the MAA and PFM Asset Management, LLC.

Second by Ekman.

On the call of the roll, Lind, Cosgriff, Kapitan, Ekman, Engen vote aye.

Motion carried.

Received Update Regarding Terminal Area Study:

Mr. Dobberstein stated on Monday, July 18, Mead & Hunt will be meeting here along with Liebowitz & Horton Airport Financial Consultants to go over the financial planning model for the terminal expansion project.

Brandon Halvorson, Mead & Hunt, was recognized via zoom and stated this financial workshop will be the first of three or four that will be held. He stated they are working on the development of Concept #3 selected by the MAA at the last meeting. He stated they have a target of mid-August to share the preferred concept and financial implementation with the MAA. The next step after that is to present the preferred concept and AIP eligibility to the FAA.

Airport Construction and Security Update:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the security checkpoint expansion. He also reported that the contractor is beginning digging for the footings for the parking lot exit plaza project.

Mr. Dobberstein stated we did receive the results of the independent engineering fee review conducted by Wesley Schon, PE, for the engineering contract with Mead & Hunt for the East Economy Parking Lot. The findings were that the fee was well within the independent engineer's estimate.

Mr. Jeff Klein, Mead & Hunt, was recognized and stated they do not have a start date for physical construction of the East Economy Parking Lot. He stated the delay is with materials and he expects a request from Border States Paving for an extension.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, July 26, 2022, at 8:00 a.m.

Time at adjournment was 9:01 a.m.

Regular Meeting

Tuesday

July 26, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, July 26, 2022, at 8:00 a.m.

The members present or absent:

Present: Cosgriff, Ekman, Engen  
Absent: Kapitan, Lind (problem with remote connection)  
Others: Bossart

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held July 12, 2022:

Ekman moved to approve the minutes from the meeting held July 12, 2022.  
Second by Cosgriff.  
On the call of the roll, Cosgriff, Ekman, Engen voted aye.  
Absent: Lind, Kapitan  
Motion carried.

Approved the Airport Vouchers Totaling \$175,235.39:

Cosgriff moved to approve the airport vouchers totaling \$175,235.39.  
Second by Ekman.  
On the call of the roll, Cosgriff, Ekman, Engen voted aye.  
Absent: Lind, Kapitan  
Motion carried.

Approved the Individual Vouchers:

Ekman moved to approve the individual vouchers as follows:

- A. TL STROH ARCHITECTS - \$1,635.78  
Partial payment request for Parking Lot Exit Plaza Construction Administration.
- B. SUN ELECTRIC - \$22,140.00  
Partial Payment Request #3 for Parking Lot Exit Plaza.

Approved the Individual Vouchers: (continued)

- C. TF POWERS - \$28,240.20  
Partial Payment Request #1 for Parking Lot Exit Plaza.
- D. TF POWERS - \$147,910.95  
Partial Payment Request #1 for Security Checkpoint Expansion Project.
- E. MEAD & HUNT - \$2,368.79  
Partial payment request for Cargo Apron Glycol Sewer Project.
- F. SUN ELECTRIC - \$16,200.00  
Partial Payment Request #1 for Security System Upgrade.
- G. WESLEY SCHON - \$800.00  
Independent engineering fee review – East Economy Parking Lot.
- H. MEAD & HUNT - \$5,803.60  
Professional services – DBE Program/CARES Concession Relief Program.

Second by Cosgriff.

On the call of the roll, Cosgriff, Ekman, Engen voted aye.

Absent: Lind, Kapitan

Motion carried.

Brady Martz & Associates Introduction:

Brian Opsahl (Shareholder), Amanda Scanson (Senior Manager) and Bryce Karel (Manager), representatives of Brady Martz & Associates were recognized via zoom. The representatives introduced themselves and gave a brief overview of the audit process and their experience with government entities.

Received May 2022 Financial Statements:

May 2022 financial statement were received and filed without objection.

Received Proposals for Renovating Planting Beds in Front of the Westside Terminal:

The communication from Jim Hanson, Hanson Design Associates, dated July 20, 2022, was received and filed without objection. Mr. Hanson received two bids for renovating the plaza planting beds in front of the terminal building.

S&S Landscaping - \$30,322.00 (including one-year maintenance)

Pro Landscaping - \$26,042.00 (does NOT include one-year maintenance)

Received Proposals for Renovating Planting Beds in Front of the Westside Terminal: (continued)

Mr. Dobberstein stated Mr. Hanson recommends awarding the project to S&S Landscaping and he concurs.

Ekman moved to award the renovation of the planting beds to S&S Landscaping based on their bid of \$30,322.00.

Second by Cosgriff.

On the call of the roll, Cosgriff, Ekman, Engen voted aye.

Absent: Lind, Kapitan

Motion carried.

Received Communication from Southeast Cass Water Resource District Regarding Reassessment of Benefits:

The communication from Southeast Cass Water Resource District dated July 13, 2022, was received and filed without objection.

The communication included a Notice of Hearing Regarding Reassessment of Benefits for the Cass County Drain SC-1 District to be held August 17, 2022.

Received Report from SP Plus Regarding Recent Passenger Survey:

SP Plus Regional Managers, Greg Pierson and Brad McAllister, were recognized via zoom. They presented findings from the passenger survey conducted June 29 and 30, 2022. Copies of the study report were provided.

Received Construction Administration Contract from Mead & Hunt for Security System Upgrade Project (not to exceed \$42,000.00):

The communication from Jeffrey Klein, Mead & Hunt, dated July 22, 2022 was received and filed without objection.

Ekman moved to approve the Construction Services Agreement with Mead & Hunt for the Security Upgrade Project, not to exceed \$42,000.00.

Second by Cosgriff.

On the call of the roll, Cosgriff, Ekman, Engen voted aye.

Absent: Lind, Kapitan

Motion carried.

Continued Discussion Regarding Construction Management at Risk and Design-Bid-Build Options for Terminal Expansion Project:

Mead & Hunt representatives attending the meeting were Jeff Klein and Mitch Walker in person and Justin Anderson and Brandon Halvorson via zoom.

Discussion continued regarding using the construction management at risk process or the design-bid-build process for the terminal expansion project.

Continued Discussion Regarding Construction Management at Risk and Design-Bid-Build Options for Terminal Expansion Project: (continued)

Cosgriff moved to approve moving ahead with the Construction Management at Risk (CMAR) and develop a Request for Proposals to start the process.

Second by Ekman.

On the call of the roll, Cosgriff, Ekman, Engen voted aye.

Absent: Lind, Kapitan

Motion carried.

Mr. Dobberstein stated the next step is to develop a Request for Qualifications for architectural services. He stated he will work with Mead & Hunt to put that together to present to the board for approval.

Received Change Order #1 to Sun Electric for an Increase of \$21,600.00 for Security Checkpoint Expansion Project:

Ekman moved to approve Change Order #1 to Sun Electric for an increase of \$21,600.00 for the Security Checkpoint Expansion Project.

Second by Cosgriff.

On the call of the roll, members Cosgriff, Ekman, Engen voted aye.

Absent: Lind, Kapitan

Motion carried.

Received Bids for Front-End Loaders:

Proposals for front-end loaders were received as follows:

RDO Equipment (John Deere)	\$546,946.20 (Sourcewell)
Titan Machinery (Case)	\$394,750.00 (Sourcewell)
Titan Machinery (Case)	\$361,500.00 (MN State Contract)
Butler Machinery (Caterpillar 972-BR)	\$569,500.00 (Sourcewell)
Butler Machinery (Caterpillar 980-LR)	\$671,000.00 (Sourcewell)

Mr. Dobberstein stated the airfield maintenance staff is recommending the John Deere as it is most similar to the unit we have now. He stated the main differences from the other machines proposed are horsepower, weight, heated mirrors, hydraulic control system and warranty. He added there is a 12-month lead time.

Cosgriff moved to approve the staff recommendation to purchase the John Deere loader from RDO Equipment, based on the advantages cited, at a cost of \$546,946.20

Second by Ekman.

On the call of the roll, Cosgriff, Ekman, Engen voted aye.

Absent: Lind, Kapitan

Motion carried.

Airport Construction and Security Update:

Jeff Klein, Mead & Hunt, was recognized and gave an update on the security access system upgrades. He stated we are looking at a completion date of April 2023.

Terry Stroh, TL Stroh Architects, was recognized and stated the security checkpoint expansion is 99% complete. He stated TF Powers is pouring foundation walls for the parking lot exit plaza and steel should arrive next week.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, August 9, 2022.

Time at adjournment was 9:23 a.m.

Regular Meeting

Tuesday

August 9, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 9, 2022, at 8:00 a.m.

Present: Cosgriff, Kapitan (via zoom), Ekman, Engen  
Absent: Lind  
Others: Bossart, Strand (via zoom)

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held July 26, 2022:

Ekman moved to approve the minutes of the Regular Meeting held July 26, 2022.  
Second by Cosgriff.  
On the call of the roll, Cosgriff, Ekman, Kapitan, Engen voted aye.  
Absent: Lind  
Motion carried.

Approved the Airport Vouchers Totaling \$170,103.71:

Ekman moved to approve the airport vouchers totaling \$170,103.71.  
Second by Cosgriff.  
On the call of the roll, Cosgriff, Ekman, Kapitan, Engen voted aye.  
Absent: Lind  
Motion carried.

Approved the Individual Vouchers:

Cosgriff moved to approve the individual vouchers as follows:

- A. TF POWERS CONSTRUCTION CO. - \$20,947.95  
Partial Payment Request #2, civil construction of Parking Lot Exit Plaza.
- B. TF POWERS CONSTRUCTION CO. - \$12,960.00  
Partial Payment Request #1, general construction of Parking Lot Exit Plaza.
- C. TF POWERS CONSTRUCTION CO. - \$36,270.00  
Partial Payment Request #2, general construction of Parking Lot Exit Plaza.

Approved the Individual Vouchers: (continued)

- D. TF POWERS CONSTRUCTION CO. - \$27,688.00  
Partial Payment Request #2 for general construction of security checkpoint expansion.
- E. VOLAIRE AVIAITON - \$1,875.00  
Monthly air service data.
- F. SUN ELECTRIC - \$9,468.00  
Partial Payment Request #2 for electrical construction of security checkpoint expansion.
- G. SUN ELECTRIC - \$5,850.00  
Partial Payment Request #4 for electrical construction of Parking Lot Exit Plaza.
- H. FLINT COMMUNICATIONS - \$19,163.64  
Partial payment request for 2022 Airport Marketing Program.

Second by Ekman.

On the call of the roll, Cosgriff, Ekman, Kapitan, Engen voted aye.

Absent: Lind

Motion carried.

Received June Financial Statements:

June financial statements were received and filed without objection.

Balance Tax & Accounting will be available at the meeting at which July financials are received to review in detail the financial statements.

Received Change Order #1 to Border Sates Paving for an Increase of \$395,545.15 for Expansion of the East Economy Parking Lot Project:

The MAA approve a change order to the East Economy Lot for the addition of 160 spaces for a total of 363 spaces, subject to final approval of cost, at its meeting on June 14, 2022.

Change Order #1 to the East Economy Lot is an additional cost of \$395,545.15 to the original bid of \$1,750,780.13.

Ekman moved to approve Change Order #1 to the East Economy Parking Lot for a cost of \$395,545.15.

Second by Kapitan.

On the call of the roll, Cosgriff, Ekman, Kapitan, Engen voted aye.

Absent: Lind

Motion carried.

Received Communication and Update from The Arts Partnership:

The communication from Dayna Del Val, The Arts Partnership, dated August 5, 2022, was received and filed without objection.

Dayna Del Val was recognized and gave an update on the partnership between the MAA and The Arts Partnership which has been in place since 2019. They are requesting \$6,500 annually for the next two years to include three art displays and 12 musical performances each year.

Ekman moved to approve the investment with The Arts Partnership for two years at a cost of \$6,500 annually.

Second by Kapitan.

On the call of the roll, Cosgriff, Ekman, Kapitan, Engen voted aye.

Absent: Lind

Motion carried.

Received Terminal Area Study Update from Mead & Hunt:

Mead & Hunt representatives presented an update on the Terminal Area Study.

Matt Dubbe, Jeff Klein (in person), Brandon Halvorson and Justin Anderson (via zoom).

They presented the preferred concept development, which included three possible design concepts for the terminal expansion. They also presented possibilities with exterior sketches and interior renderings. The goal is to present this to the public and the community in September. The presentation to the public would include information on the forecast and the need for this expansion project. They will be able to give the board an update on the financial implementation later this month, as well as the energy audit of the existing building. The next steps are to get feedback from the board members before presentation to the public.

Authorized Attendance at the AAAE National Airports Conference, October 9-11, 2022, Orlando, FL:

Ekman moved to authorize attendance at the AAAE National Airports Conference, October 9-11, 2022, Orlando, FL.

Second by Kapitan.

On the call of the roll, Cosgriff, Ekman, Kapitan, Engen voted aye.

Absent: Lind

Motion carried.

Airport Construction and Security Update:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the Parking Lot Exit Plaza. He stated there are just minor items remaining to complete the security checkpoint expansion project.

Jeff Klein, Mead & Hunt, was recognized and gave an update on the Security Access Control Update Project. He stated they are working with Border States Paving on getting a detailed schedule plan for the East Economy Lot Project.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, August 23, 2022.

Time at adjournment was 8:52 a.m.

Regular Meeting

Tuesday

August 23, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held on Tuesday, August 23, 2022, at 8:00 a.m.

Present: Lind (via zoom), Cosgriff, Kapitan (via zoom), Ekman, Engen

Absent: None

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

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held August 9, 2022:

Ekman moved to approve the minutes of the Regular Meeting held August 9, 2022.

Second by Cosgriff.

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

Motion carried.

Approved the Minutes of the Meetings Held November 23, December 14 and 28, 2021, January 25 and February 8, 2022:

Cosgriff moved to approve the minutes of the meetings held November 23, December 14 and 28, 2021, January 25 and February 8, 2022.

Second by Ekman.

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

Motion carried.

Approved the Airport Vouchers Totaling \$153,659.58:

Ekman moved to approve the airport vouchers totaling \$153,659.58.

Second by Kapitan.

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

Motion carried.

Approved the Individual Vouchers:

Ekman moved to approve the individual vouchers as follows:

- A. TL STROH ARCHITECTS - \$690.00  
Partial payment request, construction administration, Security Checkpoint Expansion Project.
- B. TL STROH ARCHITECTS - \$852.00  
Partial payment request for construction administration, Exit Plaza Project.
- C. MEAD & HUNT - \$62,242.53  
Partial payment request for Terminal Area Study.
- D. MEAD & HUNT - \$10,388.45  
Partial payment request for engineering services, Glycol Forecemain Project.
- E. MEAD & HUNT - \$4,352.70  
Partial payment request for DBE Program and Concession Relief Program.
- F. MEAD & HUNT - \$23,023.70  
Partial payment request for engineering services in connection with the East Economy Parking Lot.

Second by Kapitan.

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

Motion carried.

Reviewed and Discussed NDPHIT Health Insurance Options for 2023 (Jon Heath, Brown & Brown):

Jon Heath, Brown & Brown, joined the meeting via zoom to review the NDPHIT health insurance renewal options for 2023. He reviewed the premium increases and out of pocket options proposed by the board of the NDPHIT.

After discussion, Cosgriff moved to accept the premium increase from NDPHIT and adjust the employer participation for 2023 to provide the same level of benefit and same level of premium participation by the employees as 2022.

Second by Ekman.

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

Motion carried.

Discussed Amending Employer/Employee Share of Health Insurance Contributions from 75/25 to 80/20 for 2023:

Lind moved to keep premiums, with respect to the employer/employee ratio, concurrent to prior.

Second by Ekman.

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

Motion carried.

Authorized Attendance at the GLC/AAAE Airports Conference & Environmental Workshop, October 11-12, 2022, Chicago, IL:

Ekman moved to approve attendance at the GLC/AAAE Airports Conference & Environmental Workshop, October 11-12, 2022, Chicago, IL.

Second by Cosgriff.

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

Motion carried.

Received Change Order #1 from J-Tech for Eastside Terminal Pathogen Mitigation Project for an Increase of \$2,213.20:

Change Order #1 from J-Tech for the Eastside Terminal Pathogen Mitigation Project is to demo existing plaster ceiling above lay in ceiling to install air purification unit and ductwork for an increase of \$2,213.20.

Ekman moved to approve Change Order #1 to J-Tech for an increase of \$2,2213.20.

Second by Cosgriff.

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

Motion carried.

Received Communication from SP Plus Regarding 2023 Budget and Second Amendment to Management Agreement; Recommendation for Parking Fee Adjustment (Gregory Pierson, SP Plus):

The communication from Gregory Pierson, Regional Manager, SP Plus, dated August 15, 2022, was received and filed without objection. Mr. Pierson joined the meeting via zoom.

Lind moved to approve second amendment of the management agreement with SP Plus and the budget for July 1, 2022 – June 30, 2023.

Second by Kapitan.

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

Motion carried.

Received Communication from SP Plus Regarding 2023 Budget and Second Amendment to Management Agreement; Recommendation for Parking Fee Adjustment (Gregory Pierson, SP Plus):  
(continued)

Mr. Pierson presented a 2022 parking rate analysis and proposed the following rates effective October 1, 2022:

Short Term	\$2.00 per 30 minutes
	\$18.00 per day (maintain current rate)
Long Term	\$2.00 per 30 minutes
	\$11.00 per day
Long Term Premium Reserved	\$14.00 per day
Economy Lot	\$ 9.00 per day

Mr. Pierson stated they are proposing the removal of weekly pricing to maximize drive up revenue while diverting price conscious customers to pre-book on-line.

After discussion, Lind moved to approve the rates as follows:

Short Term	\$2.00 per 30 minutes
	\$19.00 per day
Long Term	\$2.00 per 30 minutes
	\$11.00 per day
Long Term Premium Reserved	\$14.00 per day
Economy Lot	\$ 9.00 per day

Second by Kapitan.

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

Motion carried.

Received Communication from FAA Regarding AIP Grant 51, Increasing Federal Share by \$170,828.00:

The communication from the Federal Aviation Administration dated August 17, 2022, was received and filed without objection. The FAA issued Amendment No. 2 to AIP Grant Agreement 3-38-0017-051-2020 increasing the maximum federal obligation by \$170,828.00 to a new grant total of \$2,500,248.00.

Received Communication from JP Development/Fargo Jet Center Requesting a Three-Year Extension to SGA Hangars and Administration Building for ND Army National Guard Operation:

The communication dated August 19, 2022, from James Sweeney, Fargo Jet Center, was received and filed without objection.

Fargo Jet Center is requesting a three-year extension for the leases on Hangar #3 Administration Building, Hangar #3, and Hangar #4, effective March 1, 2023, with an expiration date of February 28, 2026.

Received Communication from JP Development/Fargo Jet Center Requesting a Three-Year Extension to SGA Hangars and Administration Building for ND Army National Guard Operation:

Mr. Dobberstein explained that the ND Army National Guard currently sub-leases Hangar #4 and the Administration Building and there would be no other location on the airport for this helicopter unit.

After discussion, Cosgriff moved to approve the three-year extension requested by Fargo Jet Center.

Second by Ekman.

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

Motion carried.

Received Communication from David Sahl, Fargo Aircraft Maintenance, Requesting a Five-Year Extension to Limited FBO Agreement:

The communication from David Sahl, Fargo Aircraft Maintenance, dated August 19, 2022, was received and filed without objection.

Mr. Sahl requested a five-year extension to his Limited FBO Agreement, removing Kinert Aviation as part of the agreement.

Ekman moved to approve the request from Fargo Aircraft Maintenance for a five-year extension of the Limited FBO Agreement.

Second by Kapitan.

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

Motion carried.

Discussed Airfield Maintenance Specialist Positions, Hire Additional Airfield Maintenance Specialist II:

Mr. Dobberstein stated we are in the process of hiring two Airfield Maintenance Specialists IIIs to fill open positions and the airfield staff has requested an additional Airfield Maintenance Specialist II position. He indicated funding for the position is in our budget.

Cosgriff moved to approve the additional Airfield Maintenance Specialist II position.

Second by Ekman.

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

Motion carried.

Airport Construction and Security Update:

Jeff Klein, Mead & Hunt, was recognized and gave an update on the security access control project and the East Economy Lot.

Mr. Dobberstein stated we are continuing to work with the FAA on the scope of work to replace pavement in the south general aviation area and also in the north general aviation area to accommodate the Fargo Jet Center expansion.

Airport Construction and Security Update: (continued)

Mr. Terry Stroh, TL Stroh Architects, was recognized and gave an update of the Parking Lot Exit Plaza.

Mr. Dobberstein stated the Request for Qualifications for architects for the terminal expansion project will begin running next week for a period of three weeks.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, September 13, 2022.

Time at adjournment was 9:45 a.m.

Regular Meeting

Tuesday

September 13, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, September 13, 2022, at 8:00 a.m.

Members present or absent:

Present: Lind, Cosgriff, Kapitan, Ekman, Engen

Absent: None

Others: Bossart, Strand (via zoom)

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held August 23, 2022:

Kapitan moved to approve the minutes of the Regular Meeting held August 23, 2022.

Second by Ekman.

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

Motion carried.

Approved the Airport Vouchers Totaling \$254,608.75:

Lind moved to approve the airport vouchers totaling \$254,608.75.

Second by Kapitan.

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

Motion carried.

Approved the Individual Vouchers:

Lind moved to approve the individual vouchers as follows:

- A. SUN ELECTRIC - \$5,260.00  
Partial Payment Request No. 3 (Final) Security Checkpoint Expansion Project.
- B. TF POWERS CONSTRUCTION - \$3,036.87  
Partial Payment Request No. 3, Security Checkpoint Expansion Project.

Approved the Individual Vouchers: (continued)

- C. CMTA - \$3,570.00  
Partial Payment Request, Eastside Terminal Pathogen Mitigation Project.
- D. CMTA - \$960.00  
Partial Payment Request, Eastside Terminal (Spectrum) Pathogen Mitigation Project.
- E. SUN ELECTRIC - \$140,749.74  
Partial payment Request #3, Security System Upgrade.
- F. FLINT COMMUNICATIONS - \$26,649.33  
Partial payment request for 2022 Airport Marketing Program.
- G. BORDER STATES PAVING - \$206,835.76  
Partial Payment Request #1, East Economy Parking Lot.

Second by Kapitan.

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

Motion carried.

Received and Filed July Financials:

Jamie Passanante, Balance Tax & Accounting, attended the meeting via zoom.

Ekman moved to receive the July 2022 financials.

Second by Cosgriff.

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

Motion carried.

Received Update Regarding ND Public Health Insurance Trust:

Brennan Quintas, NDPHIT, and Randy Johnson, Brown & Brown, were recognized and presented an update regarding the NDPHIT health insurance renewal for 2023.

Adopted Resolution for Distribution of Concession Relief Grant AIP 3-38-0017-54-2021:

Ekman offered the following resolution and moved its adoption:

WHEREAS, The Municipal Airport Authority of the City of Fargo (MAA) received CRRSA Grant 3-38-0017-054-2021 in the amount of \$102,970 intended for Concessions relief in accordance with the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) for relief to the Concessions operating at the Hector International Airport (FAR), and

Adopted Resolution for Distribution of Concession Relief Grant AIP 3-38-0017-54-2021:  
(continued)

WHEREAS, The MAA has established an allocation plan in accordance with federal guidelines for distributing this granted relief to the eligible Concessions for rent costs incurred after December 27, 2020. The allocations are as follows:

<b>Concession Name (DBA or Tradename)</b>	<b>Business Legal Name</b>	<b>Rent Income to airport in base-line time period</b>	<b>Percent share of total base-line rent income</b>	<b>Rent relief provided for occupancy after December 27, 2020</b>
Adric Gift Shop	Adric Inc	\$21,726.30	2.15%	\$2,173.99
Avis	Reliance Leasing, Inc.	\$35,191.06	3.49%	\$3,521.30
Budget	Budget Rent A Car	\$19,890.61	1.97%	\$1,990.30
Clear Channel	In-Ter-Space Services, Inc	\$14,022.84	1.39%	\$1,403.16
Enterprise*	Enterprise Holdings, Inc	\$0.00	0.00%	\$0.00
Hertz	Overland West, Inc	\$41,852.05	4.15%	\$4,187.82
Innovative Vending	Innovative Vending Solutions, LLC	\$1,863.00	0.18%	\$186.42
National Alamo*	Enterprise Holdings, Inc	\$0.00	0.00%	\$0.00
Sky Dine	Sky Dine, Inc	\$54,419.40	5.40%	\$5,445.34
SP Plus	SP Plus Corporation	\$819,207.49	81.23%	\$81,971.86
Valley Video Games	Valley Video Games/Games Unlim.	\$304.00	0.03%	\$30.42
<b>Admin Fee (2%)</b>				\$2,059
<b>Total</b>		\$1,008,477	100%	\$102,970

*\*The MAA will retain 2% of the grant for administrative purposes as allowed by CRSSA law.*

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority of the City of Fargo does hereby approve and adopt the allocation plan for Grant 3-38-0017-54-2021.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent records of the proceedings of the Municipal Airport Authority.

Second by Kapitan.

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

Motion carried and resolution was declared adopted.

Adopted Resolution for Distribution of Concession Relief Grant AIP 3-38-0017-56-2022:

Ekman offered the following resolution and moved its adoption:

WHEREAS, The Municipal Airport Authority of the City of Fargo (MAA) received ARPA Grant 3-38-0017-056-2022 in the amount of \$411,879 intended for Concessions relief. Of this amount \$329,503 is intended for small concessions and \$82,376 is for large concessions, and

WHEREAS, In accordance with the American Rescue Plan Act (ARPA) for relief to Concessions operating at the Hector International Airport (FAR), the MAA has established an allocation plan for distributing relief to the eligible Concessions for rent costs incurred after March 11, 2021. The allocations are as follows:

<b>Concession Name (DBA or Tradename)</b>	<b>Business Legal Name</b>	<b>Contractual Relationship with Airport Sponsor (e.g., direct contract, concession developer, prime contract, sub-contract)</b>	<b>Rent Income to airport in base-line time period</b>	<b>Percent share of total base-line rent income</b>	<b>Rent relief provided for occupancy after March 11, 2021</b>
Adric Gift Shop	Adric Inc	Prime Agreement	\$21,726.30	27.74%	<b>\$91,404.13</b>
Innovative Vending	Innovative Vending Solutions, LLC	Prime Agreement	\$1,863.00	2.38%	<b>\$7,842.17</b>
Sky Dine	Sky Dine, Inc	Prime Agreement	\$54,419.40	69.49%	<b>\$228,971.63</b>
Valley Video Games	Valley Video Games/Games Unlim.	Prime Agreement	\$304.00	0.39%	<b>\$1,285.06</b>
<b>Total</b>			\$78,313	100%	\$329,503

**Eligible Large  
Airport Concessions \$82,376**

	<b>Business Legal Name</b>		<b>Rent Income to airport in base-line time period</b>	<b>Percent share of total base-line rent income</b>	<b>Rent relief provided for occupancy after March 11, 2021</b>
Avis	Reliance Leasing, Inc.	Prime Agreement	\$35,191.06	31.72%	\$26,130
Budget	Budget Rent A Car	Prime Agreement	\$19,890.61	17.93%	\$14,770
Clear Channel	In-Ter-Space Services, Inc	Prime Agreement	\$14,022.84	12.64%	\$10,412
Enterprise*	Enterprise Holdings, Inc	Prime Agreement	\$0.00	0.00%	\$0
Hertz	Overland West, Inc	Prime Agreement	\$41,852.05	37.71%	\$31,064
National Alamo*	Enterprise Holdings, Inc	Prime Agreement	\$0.00	0.00%	\$0
<b>Total</b>			\$110,957	100%	\$82,376

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority of the City of Fargo does hereby approve and adopt the allocation plan for Grant 3-38-0017-56-2022.

BE IT FURTHER RESOLVED, That this resolution be inscribed upon the permanent records of the proceedings of the Municipal Airport Authority.

Second by Kapitan.

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

Motion carried and resolution was declared adopted.

Received Communication from CMTA Regarding Eastside Terminal Pathogen Mitigation Project – Reject Bids and Rebid with Modified Scope of Work and Amended Fee Proposal (\$900.00 Deduct):

The communication from CMTA dated September 2, 2022, was received and filed without objection. Bid opening for the Eastside Terminal Airborne Pathogen Mitigation Project was August 30, 2022. J-Tech Mechanical was the only bid received for \$633,900, which was significantly higher than the engineer’s estimate. CMTA recommends the board reject the bid for the project and that the scope of the project be reduced to the replacement of two aged roof top units only and that the project be rebid.

Received Communication from CMTA Regarding Eastside Terminal Pathogen Mitigation Project – Reject Bids and Rebid with Modified Scope of Work and Amended Fee Proposal (\$900.00 Deduct):  
(continued)

Mr. Dobberstein recommended approving the replacement of the two roof top units at an estimated cost of \$100,000, and that the board forego the pathogen mitigation project for now.

Lind moved to reject the bid for the Eastside Terminal Pathogen Mitigation Project and that the scope of the project be modified to replace the two roof top units.

Second by Kapitan.

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

Motion carried.

Considered Sponsorship Request from Fargo Air Museum for 14<sup>th</sup> Annual Celebrity Dinner & Auction:

Kapitan moved to approve a \$2,500.00 sponsorship of the Fargo Air Museum 14<sup>th</sup> Annual Celebrity Dinner and Auction.

Second by Lind.

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

Motion carried.

Discussed Increase in Fuel Flowage Fee:

Mr. Dobberstein stated he is recommending an increase in the fuel flowage fee from two cents per gallon to four cents per gallon, effective January 1, 2023.

After discussion, Kapitan moved to approve the increase in fuel flowage fees from two (2) cents per gallon to four (4) cents per gallon effective January 1, 2023.

Second by Ekman.

On the call of the roll, Cosgriff, Kapitan, Ekman, Engen voted aye.

Lind voted no.

Motion carried.

Received Communication from Mead & Hunt for Design and Bidding Services for the North GA Apron Expansion and Perimeter Road Reconstruction (\$819,900.00) and the South GA Apron Reconstruction (\$837,700.00):

The proposals from Mead & Hunt dated August 19, 2022, for design and bidding services for the North GA Apron Expansion & Perimeter Road Reconstruction (\$819,000.00), and the South GA Apron Reconstruction (\$837,700.00) were received and filed without objection.

Mr. Dobberstein stated the independent fee reviews for each of these projects were performed by Wesley Schon, PE, and the estimated fee from this review came in higher than the amounts proposed by Mead & Hunt.

Received Communication from Mead & Hunt for Design and Bidding Services for the North GA Apron Expansion and Perimeter Road Reconstruction (\$819,900.00) and the South GA Apron Reconstruction (\$837,700.00): (continued)

Ekman moved to approve the contracts with Mead & Hunt for design and bidding services for the North GA Apron Expansion and Perimeter Road Reconstruction (\$819,900.00) and the South GA Apron Reconstruction (\$837,700.00).

Second by Lind.

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

Motion carried.

Received Communication from SP Plus Corporation Regarding Audit for Period Ending June 30, 2022:

Lind moved to receive the independent auditor's report performed by Ciuni & Panichi on SP Plus Corporation for the contract year ended June 30, 2022.

Second by Kapitan.

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

Motion carried.

Received Change Order from TF Powers for Security Checkpoint Expansion Project (Increase of \$7,185.00):

Lind moved to approve Change Order #1 to TF Powers Construction Co. for an increase of \$7,185.00.

Second by Kapitan.

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

Motion carried.

Received Change Order #2 from Border States Paving for Time Extension for East Economy Parking Lot Project:

Jeff Klein, Mead & Hunt, was recognized and stated Border States Paving is requesting a change order for a time extension on the East Economy Parking Lot Project. Original completion date was September 16, 2022. He stated he proposed an October 14 completion date, ready for final payment by October 28, 2022. He stated Border States is now requesting a revised change order extending date for completion of paving by November 4, ready for final payment by November 21, 2022.

After discussion, Lind moved to approve Change Order No. 2 to Border States Paving, Inc., with an extension to October 31, 2022, and that the lighting be installed seven (7) days after receiving delivery of lighting material.

Second by Kapitan.

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

Motion carried.

Received Updated Capital Improvement Plan (CIP):

The updated Capital Improvement Plan dated 9/9/2022 was received and filed without objection.

Airport Construction and Security Update:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the security checkpoint expansion project and the parking lot exit plaza project.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, September 27, 2022.

Time at adjournment was 9:31 a.m.

Regular Meeting

Tuesday

September 27, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, September 27, 2022, at 8:00 a.m.

Members present or absent:

Present: Lind, Cosgriff, Kapitan, Ekman, Engen

Absent: None

Others: Bossart, Strand (via zoom)

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held September 13, 2022:

Kapitan moved to approve the minutes of the Regular Meeting held September 13, 2022.

Second by Lind.

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

Motion carried.

Approved the Airport Vouchers Totaling \$199,342.99:

Lind moved to approve the airport vouchers totaling \$199,342.99.

Second by Kapitan.

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

Motion carried.

Approved the Individual Vouchers:

Lind moved to approve the individual vouchers as follows:

- A. CMTA - \$21,760.00  
Partial payment request, Eastside Terminal Pathogen Mitigation Project.
- B. TF POWERS CONSTRUCTION - \$260,442.00  
Partial Payment Request #3, Exit Plaza Project (general).

Approved the Individual Vouchers: (continued)

- C. PETERSON MECHANICAL - \$31,860.00  
Partial Payment Request #1, Exit Plaza Project.
- D. SUN ELECTRIC - \$51,300.00  
Partial Payment Request #5, Exit Plaza Project.
- E. TF POWERS CONSTRUCTION - \$2,497.95  
Partial Payment Request #3, Parking Lot Exit Plaza (civil).
- F. TL STROH ARCHITECTS - \$196.00  
Partial payment request, Security Checkpoint Expansion Project.
- G. TL STROH - \$3,726.50  
Partial payment request, Exit Plaza Project.
- H. PARSONS ELECTRIC - \$280.00  
Locates for Exit Plaza Project.
- I. FLINT COMMUNICATIONS - \$26,649.33  
Partial payment request, 2022 Airport Marketing Program.
- J. MEAD & HUNT - \$71,090.48  
Partial payment request, Terminal Area Study.
- K. FORUM COMMUNICATIONS - \$69.66  
Legal advertisement, Terminal Area Study Public Meeting Notice.
- L. FORUM COMMUNICATIONS - \$170.10  
Legal advertisement, Architectural Services RFQ.
- M. SUN ELECTRIC - \$212,078.92  
Partial Payment Request #2, Security System Upgrade Project.
- N. WESLEY SCHON - \$2,500.00  
Independent engineering fee review, NGA & SGA apron projects.
- O. MEAD & HUNT - \$6,889.98  
Partial payment, Security System Upgrade Project.
- P. MEAD & HUNT - \$5,580.68  
Partial payment, Glycol Sewer Forcemain.

Approved the Individual Vouchers: (continued)

- Q. MEAD & HUNT - \$21,726.18  
Partial payment, construction administration, East Economy Parking Lot.
- R. MEAD & HUNT - \$1,450.90  
CRRSA/ARPA Concession Relief Grants.
- S. MEAD & HUNT - \$83,770.00  
Partial payment, SGA Apron Reconstruction, design and bidding.
- T. MEAD & HUNT - \$57,393.00  
Partial payment, NGA Apron Expansion, design, and bidding.

Second by Kapitan.

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

Motion carried.

Received Terminal Area Study Financial Analysis from Leibowitz and Horton:

Steve Leibowitz and Monica Weddle, Leibowitz and Horton, were recognized via zoom and gave a power point presentation on the financial implementation analysis of the terminal area study. The analysis included objectives, overall approach, funding sources and stakeholder participation, terminal and non-terminal project costs. The summary of findings found the proposed funding plan for the terminal expansion/rehabilitation and the other projects in the Capital Improvement Program is financially reasonable, maintains a prudent minimum cash balance, results in acceptable levels of debt service coverage, and allows for continuation of the airport's other development projects and initiatives. The analysis found the financial operating statistics of the MAA indicate a very cost efficient and sound financial condition.

Received Responses to Request for Qualifications for Architectural and Engineering Services for the Proposed Passenger Terminal Expansion and Consider Selection:

Mr. Dobberstein stated we received just one response to our advertised Request for Qualifications for Architectural and Engineering services for the proposed passenger terminal expansion. Mead & Hunt was the only proposal received and he recommended the board select Mead & Hunt.

Lind moved to select Mead & Hunt to provide architectural and engineering services for the proposed passenger terminal expansion project.

Second by Kapitan.

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

Motion carried.

Received Proposal from Mead & Hunt for Engineering Services Associated with the Replacement of Boarding Bridge at Gate 4:

The proposal from Mead & Hunt dated September 23, 2022, for engineering services associated with the replacement of the boarding bridge at Gate 4 was received and filed without objection. Design services - \$76,500, maximum cost of construction services \$18,300.

Lind moved to approve the contract with Mead & Hunt for the replacement of the boarding bridge at Gate 4.

Second by Kapitan.

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

Motion carried.

Received Communication from Joel Kath, JK Engineers, Regarding Airfield Lighting Regulator Inventory and Recommendations:

The communication from Joel Kath, JK Engineers, dated September 21, 2022, was received and filed without objection.

Mr. Kath provided an inventory of our regulators, along with their estimated age. To provide an appropriate level of reliability, it is highly recommended that all of the regulators be upgraded and replaced. All of the regulators have exceeded the age of expected reliable service. There are sufficient spare units to allow for a planned replacement rather than under the duress of an emergency replacement.

This is just preliminary information at this time and Mead & Hunt is going to look at including this work as a bid alternate to the South General Aviation Area Pavement Rehabilitation Project.

Approved Agreement with Gatekeeper Systems for App-139 Airfield Inspection Program; Annual Contract (\$6,500/year with three (3) year agreement):

The App-139 proposal by GateKeeper was received and filed without objection.

Darren Anderson was recognized and stated we have been looking for an electronic recordkeeping system for airfield inspections for a number of years. He stated we have looked at a number of other systems but none of them would have worked for us. He stated we feel this one will work. Set up fee is \$3,000 and then \$6,500 per year with a three (3) year agreement.

Ekman moved to approve the agreement with GateKeeper Systems.

Second by Kapitan.

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

Motion carried.

Received Update on PFM Investment Process; Authorized Bank of North Dakota to be the Custodian:

Mr. Dobberstein gave an update on the investment process with PFM. He stated PFM requires a custodian for the trades they will be making with airport funds and the Bank of North Dakota would be able to serve as that custodian. He stated this would require that we establish an account with the Bank of North Dakota. He added that if we plan to do any financing of capital projects in the future with the Bank of North Dakota we would be required to have an account, so this account would serve that purpose as well. He stated there is a \$1,000 minimum balance required.

Lind moved the MAA set up an account with the Bank of North Dakota and that they act as the custodian for any financial transactions with PFM.

Second by Ekman.

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

Motion carried.

Received Proposal from Cumming for Construction Manager at Risk Procurement Support, Phase I (\$24,765.00):

The proposal from Cumming was received and filed without objection.

Mr. Dobberstein stated the board recently made the decision to proceed with the Construction Management at Risk (CMAR) process for the terminal expansion project. The board took action today to select Mead & Hunt as the architect/engineer for the project. The next step is to select a firm to handle the CMAR process for us. He stated Cumming's proposal is to put together an RFQ for firms that would handle that CMAR process. The proposed fee for this is not to exceed \$24,765.00.

Kapitan moved to approve the proposal from Cumming to put together an RFQ for firms to handle the CMAR process for the terminal expansion project.

Second by Ekman.

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

Motion carried.

Airport Construction and Security Update:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking lot exit plaza project. The contractor has finished grading and should start paving soon. He stated they are a couple of weeks behind due to the rain that was received at a critical time in the project. He stated TF Powers is confident the project will be completed by the end of the year.

Jeff Klein, Mead & Hunt, was recognized and gave an update on the East Economy Parking Lot and the Security Access System Upgrade.

Mr. Dobberstein stated the open houses for the public's input for the terminal expansion project will be today at noon and this evening at 6:00 in the boardroom.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held October 11, 2022.

Time at adjournment was 9:19 a.m.

Regular Meeting

Tuesday

October 11, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, October 11, 2022, at 8:00 a.m.

The members present or absent:

Present: Cosgriff, Kapitan, Engen  
Absent: Lind, Ekman  
Others: Bossart (via zoom)

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held September 27, 2022:

Kapitan moved to approve the minutes of the Regular Meeting held September 27, 2022.  
Second by Cosgriff.  
On the call of the roll, Cosgriff, Kapitan, Engen voted aye.  
Absent: Lind, Ekman  
Motion carried.

Approved the Airport Vouchers Totaling \$205,958.76:

Cosgriff moved to approve the airport vouchers totaling \$205,958.76.  
Second by Kapitan.  
On the call of the roll, Cosgriff, Kapitan, Engen voted aye.  
Absent: Lind, Ekman  
Motion carried.

Approved the Individual Vouchers:

Kapitan moved to approve the individual vouchers:

- A. VOLAIRE AVIATION - \$1,875.00  
Air service data.
- B. CMTA - \$576.00  
Eastside Terminal Pathogen Mitigation Project.

Approved the Individual Vouchers: (Continued)

- C. FLINT GROUP - \$24,134.32  
Partial payment, 2022 Airport Marketing Program.
- D. TL STROH ARCHITECTS - \$3,049.50  
Partial payment request, architectural services – Exit Plaza Project.
- E. SUN ELECTRIC - \$288,990.27  
Partial Payment Request #4, Security Access System Upgrade.
- F. BORDER STATES PAVING - \$659,386.78  
Partial Payment Request #2, Eastside Economy Lot.
- G. SUN ELECTRIC - \$48,600.00  
Partial Payment Request #6, Parking Lot Exit Plaza.
- H. TF POWERS CONSTRUCTION - \$73,080.00  
Partial Payment Request #4 for Parking Lot Exit Plaza (General).
- I. PETERSON MECHANICAL - \$5,040.00  
Partial Payment Request #2, Parking Lot Exit Plaza.
- J. TF POWERS CONSTRUCTION - \$42,090.03  
Partial Payment Request #4, Parking Lot Exit Plaza (Civil).

Second by Cosgriff.

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

Absent: Lind, Ekman

Motion carried.

Received August Financial Statements:

Kapitan moved to receive and file August financial statements.

Second by Cosgriff.

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

Absent: Lind, Ekman

Motion carried.

Authorize Attendance at the ARFF Working Group 2023 Aircraft Workshop, May 14-17, 2023, Seattle, WA:

Kapitan moved to authorize attendance at the ARFF Working Group 2023 Aircraft Workshop, May 14-17, 2023, Seattle, WA.

Second by Cosgriff.

Authorize Attendance at the ARFF Working Group 2023 Aircraft Workshop, May 14-17, 2023, Seattle, WA: (Continued)

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

Absent: Lind, Ekman

Motion carried.

Authorized Attendance at ND National Guard Meeting and Reception, November 15-17, 2022, Washington, DC:

Kapitan moved to authorize attendance at the ND National Guard Meeting and Reception, November 15-17, 2022, Washington, DC.

Second by Cosgriff.

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

Absent: Lind, Ekman

Motion carried.

Received Communication from Jerry Dean, MDC, Regarding Lease Rate Adjustment for Corporate Air Hangar:

The communication from Jerry Dean, MDC, dated September 9, 2022, was received and filed without objection.

Mr. Dobberstein stated this is the first of our cargo area leases that will come up for a rate adjustment. The lease states that the most the per square foot rate can be increased is five (5) cents and cannot increase more than 20%. He stated the language in all of the cargo area ground leases is the same so the increase will apply to others as their renewal dates come up. The rate increase for MDC would be effective December 8, 2022.

Cosgriff moved to approve the lease rate adjustment for MDC for the Corporate Air hangar ground lease from 25 cents per square foot to 30 cents per square foot effective December 8, 2022.

Second by Kapitan.

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

Absent: Lind, Ekman

Motion carried.

Received Communication from Meadowlark Logistics Requesting Extension to Eastside Terminal Lease:

The communication from David Lawson, Meadowlark Logistics, dated September 28, 2022, was received and filed without objection. The communication requested a two-year extension to their lease for space in the Eastside Terminal.

Kapitan moved to approve the two-year lease extension to Meadowlark Logistics for space in the Eastside Terminal.

Second by Cosgriff.

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

Absent: Lind, Ekman

Motion carried.

Received Communication from Wyatt Tracy, Buck's Trading Co., to Extend Eastside Terminal Lease:

The communication from Wyatt Tracy, Buck's Trading Co., dated October 7, 2022, was received and filed without objection. The communication requested a one-year extension to the lease in the Eastside Terminal.

Kapitan moved to approve the one-year extension requested by Buck's Trading Co., for space in the Eastside Terminal.

Second by Cosgriff.

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

Absent: Lind, Ekman

Motion carried.

Airport Construction and Security Update:

Jeff Klein, Mead & Hunt, was recognized and gave an update on the East Economy Parking Lot project and the security access upgrade project.

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking lot exit plaza project. He stated the plan is to be ready for the final punch list the first week of January.

The meeting was adjourned until the next Regular Meeting to be held October 25, 2022.  
Time at adjournment was 8:18 a.m.

Regular Meeting

Tuesday

October 25, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 25, 2022, at 8:00 am in the Airport Boardroom.

Members present or absent:

Present: Lind, Cosgriff, Kapitan, Ekman, Engen

Absent: None

Others: Bossart, Strand (via zoom)

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held October 11, 2022:

Lind moved to approve the minutes of the Regular Meeting held October 11, 2022.

Second by Kapitan.

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

Motion carried.

Approved the Airport Vouchers Totaling \$204,014.00:

Lind moved to approve the airport vouchers totaling \$204,014.00.

Second by Ekman.

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

Motion carried.

Approved Individual Vouchers:

Kapitan moved to approve the individual vouchers as follows:

- A. MEAD & HUNT - \$1,661.24  
Partial Payment Request - Security Access System Upgrade.
- B. MEAD & HUNT - \$37,210.77  
Partial payment request - Terminal Area Study.

Approved Individual Vouchers: (Continued)

- C. MEAD & HUNT - \$30,405.56  
Partial payment request - East Economy Lot.
- D. MEAD & HUNT - \$41,885.00  
Partial payment request – South General Aviation Area Apron Reconstruction.
- E. MEAD & HUNT - \$24,597.00  
Partial payment request – North General Aviation Area Expansion and Perimeter Roads.
- F. MEAD & HUNT - \$9,757.91  
Partial payment request (Final) – Cargo Apron Glycol Forcemain.
- G. SUN ELECTRIC - \$288,990.27  
Partial Payment Request #4, Security Access Upgrade.

Second by Lind.

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

Motion carried.

Received Update from Fargo Air Traffic Control Tower Manager:

Casey Lindquist, Air Traffic Manager, Fargo Tower, was recognized and gave an update on the Fargo Air Traffic Control operations.

Received Proposal from Mead & Hunt for Services to Coordinate 40 CFR Part 23, ACDBE Program (\$21,198.00):

The proposal from Mead & Hunt dated October 11, 2022, was received and filed without objection. The proposed project is to provide consultant services for the 40 CFR Part 23 ACDBE Program Assistance (FAA) at a cost of \$21,198.00.

Lind moved to approve the contract with Mead & Hunt to coordinate the 40 CFR Part 23, ACDBE Program for FFY 2023/2024/2025.

Second by Ekman.

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

Motion carried.

Authorized Attendance at the International Council of Airshows Convention, December 11-15, 2022, Las Vegas, NV:

Ekman moved to authorize attendance at the International Council of Airshows Convention, December 11-15, 2022, Las Vegas, NV.

Second by Kapitan.

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

Motion carried.

Received Report from Mead & Hunt Regarding Glycol Treatment Alternatives Analysis:

Mr. Jeff Klein, Mead & Hunt, presented the final report for the Glycol Treatment Alternatives Analysis.

Reviewed Proposed South General Aviation Area Reconstruction Plans and North General Aviation Area Expansion Plans:

Mr. Jeff Klein, Mead & Hunt, was recognized and reviewed the plans for pavement reconstruction in the South General Aviation Area and the North General Aviation Area expansion plans. He stated we have had a meeting with the tenants in the South GA to present the plans and will continue to meet with them for input for planning and phasing during construction.

Received Request from Midco for an Easement to Serve the Cass County Law Enforcement Center:

The communication from Tony Geffre, Midco, dated October 21, 2022, was received and filed without objection. The communication requested an easement to bury a fiber drop to serve the Cass County Law Enforcement Center at 1623 23<sup>rd</sup> Avenue North.

Lind moved to approve the easement requested by Midco to bury a fiber drop to serve 1623 23<sup>rd</sup> Avenue North.

Second by Ekman.

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

Motion carried.

Airport Construction and Security Update:

Terry Stroh, TL Stroh Architects, was recognized (via zoom) and gave an update on the Parking Lot Exit Plaza project.

Jeff Klein, Mead & Hunt, gave an update on the East Economy Parking Lot.

Airport Construction and Security Update: (Continued)

Mr. Dobberstein stated Mead & Hunt will have their final presentation on the Terminal Expansion Study at the meeting on November 8.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, November 8, 2022.

Time at adjournment was 8:41 a.m.

Regular Meeting

Tuesday

November 8, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, November 8, 2022, at 8:00 a.m.

Present: Lind, Cosgriff, Kapitan, Ekman, Engen  
Absent: None  
Others: Bossart

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held October 25, 2022:

Lind moved to approve the minutes of the Regular Meeting held October 25, 2022.  
Second by Kapitan.  
On the call of the roll, Lind, Cosgriff, Kapitan, Ekman, Engen voted aye.  
Motion carried.

Approved the Airport Vouchers Totaling \$192,364.82:

Kapitan moved to approve the airport vouchers totaling \$192,364.82.  
Second by Lind.  
On the call of the roll, Lind, Cosgriff, Kapitan, Ekman, Engen voted aye.  
Motion carried.

Approved the Individual Vouchers:

Kapitan moved to approve the individual vouchers:

- A. FLINT GROUP - \$14,127.79  
Partial payment request for 2022 Airport Marketing Program.
- B. TL STROH ARCHITECTS - \$16,073.70  
Partial payment request for architectural services, Parking Lot Exit Plaza.
- C. TF POWERS CONSTRUCTION - \$376,218.00  
Partial Payment Request #5 (General), Parking Lot Exit Plaza.

Approved the Individual Vouchers: (Continued)

- D. TF POWERS CONSTRUCTION - \$170,076.77  
Partial Payment Request #5 (Civil), Parking Lot Exit Plaza.
- E. PETERSON MECHANICAL - \$7,200.00  
Partial Payment Request #3, Parking Lot Exit Plaza.
- F. SUN ELECTRIC - \$398,055.16  
Partial Payment Request #5, Security Access Upgrade.
- G. SUN ELECTRIC - \$21,420.00  
Partial Payment Request #7, Parking Lot Exit Plaza.
- H. BORDER STATES PAVING - \$893,900.19  
Partial Payment Request #3, East Economy Lot.
- I. CMTA - \$384.00  
Partial payment request – Pathogen Mitigation Project – Spectrum, Eastside Terminal
- J. CMTA - \$1,350.00  
Partial payment request – Pathogen Mitigation Project – Eastside Terminal.

Second by Lind.

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

Motion carried.

Received September 2022 Financials:

Lind moved to accept the September 2022 Financials as presented.

Second by Kapitan.

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

Motion carried.

Received Final Terminal Area Study Document from Mead & Hunt:

Brandon Halvorson, Mead & Hunt, was recognized via zoom.

Mr. Halvorson reviewed the Terminal Area Study Final Report in six sections:

- Project Overview
- Terminal Facility Inventory
- Aviation Activity Forecasts
- Terminal Programming
- Improvement Alternatives
- Implementation and Financial Feasibility

Received Final Terminal Area Study Document from Mead & Hunt: (continued)

Mr. Halvorson pointed out milestones in this process. He asked the board members to review the study and continue to reach out to him directly or through Mr. Dobberstein.

Kapitan moved to receive the final Terminal Area Study as presented by Mead & Hunt.

Second by Lind.

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

Motion carried.

Received Proposed Contract from Mead & Hunt for Design and Bidding Services Associated with the Passenger Terminal Renovation and Expansion (\$8,731,224), Subject to Independent Fee Review:

The proposed contract from Mead & Hunt for Design and Bidding Services associated with the Passenger Terminal Renovation and Expansion was received and filed without objection.

Mr. Dobberstein stated Attorney Bossart has reviewed the document and is working with Mead & Hunt on changes to Sections 13 and 14.

Attorney Bossart stated Sections 13 and 14 currently state that the MAA would hold Mead & Hunt harmless for claims arising out of or related in to project or construction costs even if such claim arises out of and/or has been caused in whole or in part by negligence on the part of Mead & Hunt. She stated she suggested the language be removed but it has not yet been removed.

Mr. Halvorson stated he is still working on getting this resolved so everyone is comfortable with the terms and conditions.

Attorney Bossart stated Sections 13 and 14 do not need to be removed, but they need to be modified so that if there is negligence on the part of Mead & Hunt, we have a cause of action. She stated the board could approve the agreement, subject to modification of Sections 13 and 14.

Lind moved to accept the proposed contract with Mead & Hunt for Design and Bidding Services associated with the Passenger Terminal Renovation and Expansion, subject to satisfactory amendments of Sections 13 and 14.

Second by Ekman.

Mr. Halvorson stated there would also be an independent fee review required.

Lind withdrew his motion.

Ekman withdrew her second.

Lind moved to accept the proposed contract with Mead & Hunt for Design and Bidding Services associated with the Passenger Terminal Renovation and Expansion, subject to satisfactory amendments of Sections 13 and 14, and subject to the completion of an independent fee review.

Second by Kapitan.

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

Motion carried.

Received Update on Construction Management at Risk (CMAR) Process:

Brandon Halvorson, Mead & Hunt, was recognized via zoom and stated Mead & Hunt has been working with Cumming Group to put together the CMAR RFP that will go out in February 2023. He stated we want to wait until we have enough design content for the construction managers to put together proposals that will reflect the budget, design and schedule.

Airport Construction and Security Update:

Terry Stroh, TL Stroh Architects, was recognized via zoom, and reported on the Parking Lot Exit Plaza.

Jeff Klein, Mead & Hunt, was recognized and gave an update on the East Economy Parking Lot.

Other Business:

Mr. Dobberstein stated that SP Plus conducted a passenger survey last week and we should get the results of that study in the next few weeks.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, November 22, 2022.

Time at adjournment was 8:43 a.m.

Regular Meeting

Tuesday

November 22, 2022

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, November 22, 2022, at 8:00 a.m.

Present: Lind, Cosgriff, Kapitan, Ekman, Engen

Absent: None

Others: Bossart (via zoom)

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held November 8, 2022:

Lind moved to approve the minutes of the Regular Meeting held November 8, 2022.

Second by Ekman.

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

Motion carried.

Approved the Airport Vouchers Totaling \$184,809.66:

Kapitan moved to approve the airport vouchers totaling \$184,809.66.

Second by Lind.

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

Motion carried.

Approved the Individual Vouchers:

Lind moved to approve the individual vouchers as follows:

A. MEAD & HUNT - \$36,512.23

Partial payment request, engineering services, East Economy Lot.

B. MEAD & HUNT - \$50,262.00

Partial payment request, engineering services, South General Aviation Area Reconstruction.

Approved the Individual Vouchers: (continued)

- C. MEAD & HUNT - \$40,995.00  
Partial payment request, engineering services, North General Aviation Apron Expansion and Perimeter Road Reconstruction.
- D. MEAD & HUNT - \$2,377.16  
Partial payment request, engineering services, Security Access System Upgrade.
- E. MEAD & HUNT - \$60,257.98  
Partial payment request, engineering services, Terminal Area Study.
- F. MEAD & HUNT - \$16,830.00  
Partial payment request, engineering services, Boarding Bridge #4 Replacement.

Received Bid Tabulation and Recommendation of Award from CMTA for Eastside Terminal Pathogen Mitigation Project:

The communication dated November 21, 2022, from Steven Hoepfner, CMTA, was received and filed without objection.

The bid opening for the Hector East Terminal Roof Top Unit replacement project was on November 17, 2022. Peterson Mechanical and J-Tech both submitted bids on the project. Peterson Mechanical was the low bidder at \$160,800. The low bid was significantly more than the previous time quotes were received to replace the two roof top units. Due to the significantly elevated costs, CMTA recommends that the board rejects the bids for the project and wait for improvement in the bidding environment.

Lind moved to accept the recommendation of CMTA to reject the bids.

Second by Kapitan.

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

Dan Bullis, Operations Supervisor/Landside, was recognized and stated we might be able to make repairs to the existing units that might extend their life five years at a cost of \$10,000 each.

Received Update on PFM Investment Process:

Brian Johnson, PFM, was recognized via zoom and reported the funds (\$20 million) were invested last week in well diversified asset classes allowed by ND Century Code. The blended yield of the total portfolio is 4.55%.

Received Proposed Contract from Mead & Hunt for Long Term Parking Lot Design Services (West Exit Booth Removal and Paving - \$44,850.00):

The communication from Mead & Hunt dated November 16, 2022, was received and filed without objection. This proposed contract is for design services to restore the area where the existing exit plaza will be removed and expand the southwest long-term lot for a cost of \$44,850.00.

Received Proposed Contract from Mead & Hunt for Long Term Parking Lot Design Services (West Exit Booth Removal and Paving - \$44,850.00): (continued)

Ekman moved to approve the contract with Mead & Hunt as proposed for a cost of \$44,850.00.

Second by Lind.

On the call of the roll, Lind, Cosgriff, Kapitan, Ekman, Engen.

Motion carried.

Received Update Regarding East Economy Parking Lot Project:

Jeff Klein, Mead & Hunt, was recognized and gave an update on the East Economy Parking Lot. The lot is functional, the lights are operational, but there is some signage yet to be installed. He stated Border States is requesting time extension of one month past the date the road load restrictions are lifted in the spring of 2023 to complete the punch list items (seeding, painting, etc.).

Kapitan moved to approve the time extension requested by Border States of one month past the date the road load restrictions are lifted in the spring of 2023 for the East Economy Parking Lot Project.

Second by Ekman.

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

Motion carried.

Airport Construction and Security Update:

Jeff Klein, Mead & Hunt, gave an update on the Security Access Upgrade Project.

Terry Stroh, TL Stroh Architects, gave an update on the Parking Lot Exit Plaza Project. They anticipate full occupation by mid-January.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, December 20, 2022.

Time at adjournment was 8:33 a.m.