



**A G E N D A**  
**Tuesday, March 28, 2023**  
**8:00 a.m.**

1. Approve the minutes of the Regular Meeting held March 14, 2023.
2. Approve the airport vouchers totaling \$232,260.18.
3. Approve the individual vouchers:
  - A. SUN ELECTRIC - \$53,721.00  
Partial Payment Request #9 for Security System Upgrade.
  - B. MEAD & HUNT - \$1,295.79  
Security System Upgrade.
  - C. MEAD & HUNT - \$613,750.91  
Terminal Design & Bidding.
  - D. FORUM COMMUNICATIONS - \$420.39  
Legal advertisement – South General Aviation Ramp Reconstruction.
  - E. WALKER CONSULTANTS - \$6,350.00  
Partial Payment Request #2 – Pre-design parking study.
4. Receive communication from 1954 Investment Group, Inc./Men's Hairhouse, requesting a one-year extension of Eastside Terminal lease.
5. Received bid tabulation and recommendation of award from Mead & Hunt regarding the replacement of boarding bridge at Gate #4. (Approval subject to FAA approval of BuyAmerican requirement.)
6. Receive update on South General Aviation Area Apron Reconstruction project.
7. Receive update from SP Plus regarding airport parking and exit plaza; discuss status of pre-design of parking project.

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8. Receive and review Hector International Airport - Airport Facilities Development Construction Guidelines (approved 4/2/97).
9. Receive update from Mead & Hunt regarding passenger terminal expansion and modification project.

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/428180443?pwd=U1hwMGJmVmdyc1ljUGE1Mkl0VnRBdz09>**

**Meeting ID: 428 180 443**

**Password: 2801**

**Dial (669-900-6833) or (253-215-8782)**

If necessary, the Municipal Airport Authority may enter into executive session to consider or discuss closed or confidential records or information pursuant to North Dakota Century Code Sections 44-04-19.1, 44-04-19.2., 44-04-24 and 44-04-26.

Regular Meeting

Tuesday

March 14, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, March 14, 2023 at 8:00 a.m.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held February 28, 2023:

Engen moved to approve the minutes of the Regular Meeting held February 28, 2023.  
Second by Kapitan.  
On the call of the roll, Engen, Lind, Kapitan, Ekman, Cosgriff voted aye.  
Motion carried.

Approved the Airport Vouchers Totaling \$297,298.39:

Engen moved to approve the airport vouchers totaling \$297,298.39.  
Second by Ekman.  
On the call of the roll, Engen, Lind, Kapitan, Ekman, Cosgriff voted aye.  
Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. VOLAIRE AVIATION - \$1,875.00  
Data subscription – March.
- B. FLINT GROUP - \$35,155.92  
2023 Airport Marketing Program.
- C. TL STROH ARCHITECTS - \$1,037.00  
Parking Lot Exit Plaza.

Approved the Individual Vouchers: (Continued)

- D. MEAD & HUNT - \$3,825.00  
Gate 4 Boarding Bridge.
- E. MEAD & HUNT - \$83,770.00  
South General Aviation Area Apron Reconstruction.
- F. MEAD & HUNT - \$24,667.50  
Long Term Parking Lot Expansion.
- G. MEAD & HUNT - \$221,550.00  
Terminal Expansion Project.
- H. TF POWERS CONSTRUCTION - \$84,330.00  
Partial Payment Request #9 (General), Parking Lot Exit Plaza.
- I. CUMMING GROUP - \$2,968.75  
CMAR RFP Process.

Second by Kapitan.

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

Received February 2023 Passenger Report:

The February 2023 passenger report was received and filed without objection.

Continued Review of Preliminary 2022 Financial Information:

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

The preliminary 2022 financial information was reviewed. The information is still preliminary until the audit has been completed.

Received Communication from SP Plus Regarding Lease Extension:

The communication dated February 19, 2023 from Gregory Pierson, Regional Manager, SP Plus, was received and filed without objection. The communication requested to amend and extend the current agreement for a five-year (5) period effective January 1, 2024. They are also requesting a continuation of the initial term of the agreement from July 1, 2023 – December 31, 2023. Upon the effective date of the five-year extension they are proposing to

Received Communication from SP Plus Regarding Lease Extension: (Continued)

return to a calendar year annual budget. The lease agreement was changed from a revenue guarantee arrangement to a management agreement effective July 1, 2020, as a result of the pandemic and its affect on air travel. SP Plus is recommending continuing with the management agreement.

Mr. Greg Pierson was recognized and reviewed parking lot operations over the past year.

Engen moved to extend the agreement with SP Plus as proposed for a period of five and a half years to December 31, 2028, under the assumptions given.

Second by Kapitan.

Cosgriff asked if this contract extension would preclude a separate operating agreement should another entity come in and build and operate a parking garage.

Engen asked if we have been approached by such a group.

Cosgriff stated he has been approached by one group, but it is very preliminary.

Engen stated he would have a concern about multiple operators of the parking system at the airport.

Ekman stated she agreed.

Lind stated he feels we need to make the best decision we can with the information we have today.

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

Cosgriff voted no.

Motion carried.

Received Update on Parking Lot Exit Plaza Project and Current Parking Capacity:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking lot exit plaza project. He stated Flash Parking is finalizing installation of equipment. He stated they are looking at some type of barrier or bollard for protection of the building.

Received Update from Mead & Hunt Regarding Passenger Terminal and Expansion Project:

Brandon Halvorson and Brett Barry, Mead & Hunt, joined the meeting via zoom. Halvorson reported that in the four phase process, we wrapped up the schematic design phase. Next we are moving on to design development, then construction documents, and finally bidding.

Halvorson stated the schematic design drawings and design report were sent to the FAA and the ND Aeronautics Commission for their review. He stated the RFP for the CMAR was posted yesterday, and proposals are due April 1. He stated we have already seen a lot of interest. CMAR interviews will be May 3 and on May 9 we will update the board on that process. On March 28 we will have an in-person interiors work session.

Brett Barry reviewed the exterior renderings presented.

Reviewed Municipal Airport Authority Purchasing Policy (approved 6/8/2021):

The board members were provided and reviewed the Purchasing Policy, which was approved June 8, 2021. No changes were made to the policy.

Airport Construction and Security Update:

Jeff Klein, Mead & Hunt, stated advertisement for bids for the South General Aviation Apron Reconstruction will start tomorrow. He stated the advertisement for the Long-Term Parking Lot rehabilitation project will start next week and the bid opening for the Gate 4 Bridge will be March 22.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, March 28, 2023.

Time at adjournment was 9:46 a.m.

VOUCHERS FOR AUTHORITY APPROVAL - MARCH 28, 2023		
A-OX WELDING SUPPLY	PROPANE - MAINT SHOP	\$19.59
AG SPRAY EQUIPMENT	PARTS FOR AIRFIELD SPRAYER	\$132.22
AG SPRAY EQUIPMENT	TANK - AIRFIELD SPRAYER	\$1,847.23
AG SPRAY EQUIPMENT	PARTS FOR AIRFIELD SPRAYER	\$899.94
AIRSIDE SOLUTIONS INC.	AIRFIELD LIGHTING	\$2,212.23
AIRSIDE SOLUTIONS INC.	AIRFIELD LIGHTING SUPPLIES	\$388.90
ALLIED UNIVERSAL SECURITY	SECURITY GUARD SERVICE FEB 17-23	\$7,679.10
BDT MECHANICAL, LLC	HVAC, PLUMBING SERVICE CALLS - W. TERM, MAINT SHOP	\$1,431.12
BRADY, MARTZ AND ASSOCIATES, PC	PROGRESS BILLING - 2022 FINANCIAL AUDIT	\$15,000.00
CITY OF FARGO	STORM SEWER	\$459.17
CITY OF FARGO	POLICE OFFICER AT CHECKPOINT - FEBRUARY	\$27,727.82
CONVERGINT TECHNOLOGIES, LLC	ALARM MONITORING, REPAIRS TO MONITORING SYSTEM - US CUSTOMS	\$3,081.01
DAHL, JORDAN	TRAVEL - FLY ND CONF - BISMARCK, MARCH 5-7	\$656.36
EDGE FALL PROTECTION	SAFETY RAILING - SERVICE PIT - MAINT SHOP	\$3,107.02
EKMAN, PAULA	TRAVEL - FLY ND CONF - BISMARCK, MARCH 5-7	\$621.70
FARGO GLASS AND PAINT CO.	SERVICE CALL - AUTOMATIC DOORS - W. TERMINAL	\$230.00
FIRST NATION ELECTRIC	NEW CIRCUIT FOR ARCADE - W. TERM, REPLACED BALLASTS	\$1,017.73
GH JANITORIAL SERVICE	CLEANING TSA OFFICES - W. TERMINAL - FEB	\$440.00
GLASS DOCTOR	EQUIP REPAIRS - #16, #51	\$595.00
JET-WAY MULTIPLE SERVICES, INC.	SERVICE CALLS - CLEANING SEWER LINES	\$3,220.00
KAPITAN, JAMES C.	TRAVEL - FLY ND CONF - BISMARCK, MARCH 5-7	\$502.30
MASTER CONSTRUCTION	SNOW CLEARING - EMPLOYEE LOT	\$190.00
MASTER CONSTRUCTION	SNOW CLEARING - EMPLOYEE LOT, E. TERM, US CUSTOMS	\$1,660.00
MASTER CONSTRUCTION	SNOW CLEARING - EMPLOYEE LOT, E. TERM, US CUSTOMS	\$1,042.50
MASTER CONSTRUCTION	SNOW CLEARING - EMPLOYEE LOT, E. TERM, US CUSTOMS	\$2,950.00
MIDWEST ELEVATOR	DRILLING JACK HOLE - ELEVATOR - W. TERMINAL	\$18,856.25
NORTHERN ENGINE & SUPPLY CO.	FITTINGS/PARTS - PRESSUREWASHER	\$101.59
NOYES, CHAD	TRAVEL - ARFF WORKING GROUP - FEB 26-MAR 1, DAYTONA BEACH, FL	\$245.11
OTIS ELEVATOR COMPANY	PAYMENT #3 (FINAL) - REPAIRS TO ELEVATOR - W. TERM	\$20,325.00
PRO RESOURCES CORPORATION	PAYROLL, TAXES, FEES MARCH 6-19, 2023	\$113,945.64
S&L COMPUTER SERVICES, INC.	TECH SERVICES	\$105.00
SANDERS METAL PRODUCTS INC.	REPAIRS TO EQUIP #11	\$230.00
SIGN SOLUTIONS	SIGNAGE - PUBLIC AREAS	\$447.72
STANDARD SIGNS	AIRFIELD LIGHTING/SIGNAGE	\$702.43
WALLWORK TRUCK CENTER	RADIATOR HOSE - EQUIP #12	\$190.50
		\$232,260.18

shawn

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**From:** Troy Rinehardt <troy@menshairco.com>  
**Sent:** Thursday, March 16, 2023 5:25 PM  
**To:** Joan Stading  
**Cc:** shawn  
**Subject:** RE: LEASE - 1801 23RD AVENUE NORTH

Hi Joan – yes we would love to extend our lease another year!

**Troy Rinehardt**  
**952.240.6803**  
[www.menshairco.com](http://www.menshairco.com)  
[troy@menshairco.com](mailto:troy@menshairco.com)

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**From:** Joan Stading <Joan@fargoairport.com>  
**Sent:** Wednesday, March 15, 2023 9:53 AM  
**To:** Troy Rinehardt <troy@menshairco.com>  
**Cc:** shawn <shawn@fargoairport.com>  
**Subject:** FW: LEASE - 1801 23RD AVENUE NORTH  
**Importance:** High

Troy

Just a follow-up on this email.  
Thanks.

Joan

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**From:** Joan Stading  
**Sent:** Tuesday, March 7, 2023 5:07 PM  
**To:** Troy Rinehardt <[troy@menshairco.com](mailto:troy@menshairco.com)>  
**Cc:** shawn <[shawn@fargoairport.com](mailto:shawn@fargoairport.com)>  
**Subject:** LEASE - 1801 23RD AVENUE NORTH  
**Importance:** High

Troy

As you are aware, your lease expires April 30, 2023.

Please advise if you are interested in extending your lease, and if so, for how long?

We look forward to hearing from you soon.

Thank you.

*Joan Stading*  
MUNICIPAL AIRPORT AUTHORITY



**EXTENSION OF LEASE AGREEMENT**

**THIS AGREEMENT**, effective the 1st day of May, 2023, by and between the **MUNICIPAL AIRPORT AUTHORITY OF THE CITY OF FARGO, NORTH DAKOTA**, a public body, party of the first part, hereinafter referred to as Lessor or Owner, and **1954 INVESTMENT GROUP, INC.**, a foreign corporation, whose post office address is 1801 23<sup>rd</sup> Avenue North, Fargo, North Dakota, 58102, party of the second part, hereinafter referred to as Lessee or Tenant.

**WITNESSETH:**

**WHEREAS**, Lessee had a three (3) year Lease with Lessor for 1500 square feet of premises located on the second floor of the Eastside Terminal Building located at 1801 23<sup>rd</sup> Avenue North, with said Lease commencing on May 1, 2015, and expiring on April 30, 2018; and,

**WHEREAS**, the parties extended the Lease for an additional term of three (3) years with said Lease expiring on April 30, 2021; and,

**WHEREAS**, the parties again extended the Lease for an additional term of two (2) years with said Lease expiring on April 30, 2023; but with a one-year option to extend said Lease at Lessee's request; and,

**WHEREAS**, Lessee has requested to extend said Lease for a term of one (1) year with said Lease therefore expiring on April 30, 2024, to which Lessor has agreed; and,

**WHEREAS**, Lessor requires that certain cryptocurrency language be added to the original Lease Agreement, which said language has been expressly set forth below; and,

**WHEREAS** the parties wish to commit their Agreement to writing.

**NOW, THEREFORE**, it is hereby agreed as follows:

1. This Extension of Lease shall extend from the expiration of the current two (2) year Lease Extension on April 30, 2023, and thereafter extend from May 1, 2023 through April 30, 2024.

2. The rent shall increase by three percent (3%) for the additional lease period of one (1) year as set forth below:

$$1,500[\text{'}] \times \$9.33/ [\text{'}] = \$13,995/\text{year or } \$1,166.25/\text{month}$$

3. All monies due under this Lease Extension from Lessee to Lessor shall be due on demand, unless otherwise specified, and if not paid when due, shall bear interest at the rate of eighteen percent (18%) per annum until paid.

4. Lessee acknowledges that Lessor pays the electricity associated with the leased space. Lessee understands and agrees that the leased space shall not be used for purposes of the mining of cryptocurrency, which uses electricity to secure a protocols network. In the event it becomes known to Lessor that Lessee has used Lessor's electricity to mine cryptocurrency, Lessee shall be expressly responsible for paying the cost of said electricity and the Lease may be subject to termination by Lessor.

5. Except as modified hereby, all of the terms of the original Lease Agreement between the parties shall remain in full force and effect.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2023.

**MUNICIPAL AIRPORT AUTHORITY OF THE  
CITY OF FARGO, NORTH DAKOTA**, a public body

By: \_\_\_\_\_  
John G. Cosgriff, Chairman

By: \_\_\_\_\_  
Shawn A. Dobberstein, A.A.E.; Executive Director

STATE OF NORTH DAKOTA     )  
  ) ss:  
COUNTY OF CASS            )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me, a notary public in and for said county and state, personally appeared **JOHN G. COSGRIFF** and **SHAWN A. DOBBERSTEIN**, to me known to be the Chairman and Executive Director, respectively, of the **MUNICIPAL AIRPORT AUTHORITY OF THE CITY OF FARGO, NORTH DAKOTA**, a public body, that is described herein and that executed the within and foregoing instrument and acknowledged to me that such corporation executed the same.

\_\_\_\_\_  
Notary Public

**1954 INVESTMENT GROUP, INC.**, a foreign corporation

By: \_\_\_\_\_  
Troy Rinehardt, Principal

STATE OF NORTH DAKOTA     )  
  ) ss:  
COUNTY OF CASS             )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me, a notary public in and for said county and state, personally appeared **TROY RINEHARDT**, to me known to the Principal, of **1954 INVESTMENT GROUP, INC.**, that is described herein and that executed the within and foregoing instrument and acknowledged to me that such corporation executed the same.

\_\_\_\_\_  
Notary Public



**Gate 4 Boarding Bridge Replacement**  
**Hector International Airport**  
**Fargo, North Dakota**  
**BID OPENING: Tuesday, March 21, 2023 @ 10:00 AM**



**Bid Schedule 1 - Refurbished Boarding Bridge**

ITEM #	SPEC	ITEM DESCRIPTION	UNIT	QTY	ENGINEER'S ESTIMATE		AERO BRIDGE WORKS, INC.	
					UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Div 4 & 5	GENERAL & SPECIAL PROVISIONS	1	LS	\$50,000.00	\$50,000.00	\$97,869.00	\$97,869.00
2	C-105	MOBILIZATION	1	LS	\$50,000.00	\$50,000.00	\$65,403.00	\$65,403.00
3	P-620-5.1a	SURFACE PREPARATION	1	LS	\$5,000.00	\$5,000.00	\$16,770.00	\$16,770.00
4	P-620-5.2b	MARKING	1	LS	\$10,000.00	\$10,000.00	\$20,640.00	\$20,640.00
5	P-620-5.3c	REFLECTIVE MEDIA	1	LS	\$1,000.00	\$1,000.00	\$19,350.00	\$19,350.00
6	11-85 to 11-86	REFUBISHED BOARDING BRIDGE	1	LS	\$584,000.00	\$584,000.00	\$1,074,868.00	\$1,074,868.00
<b>TOTAL BID</b>						<b>\$700,000.00</b>		<b>\$1,294,900.00</b>

**Bid Schedule 2 - nEW Boarding Bridge**

ITEM #	SPEC	ITEM DESCRIPTION	UNIT	QTY	ENGINEER'S ESTIMATE		AERO BRIDGE WORKS, INC.	
					UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Div 4 & 5	GENERAL & SPECIAL PROVISIONS	1	LS	\$50,000.00	\$50,000.00	\$97,869.00	\$97,869.00
2	C-105	MOBILIZATION	1	LS	\$50,000.00	\$50,000.00	\$65,403.00	\$65,403.00
3	P-620-5.1a	SURFACE PREPARATION	1	LS	\$5,000.00	\$5,000.00	\$16,770.00	\$16,770.00
4	P-620-5.2b	MARKING	1	LS	\$10,000.00	\$10,000.00	\$20,640.00	\$20,640.00
5	P-620-5.3c	REFLECTIVE MEDIA	1	LS	\$1,000.00	\$1,000.00	\$19,350.00	\$19,350.00
6	11-85 to 11-86	REFUBISHED BOARDING BRIDGE	1	LS	\$784,000.00	\$784,000.00	\$1,074,868.00	\$1,074,868.00
<b>TOTAL BID</b>						<b>\$900,000.00</b>		<b>\$1,294,900.00</b>

I, Jeff Klein \_\_\_\_\_ HEREBY CERTIFY THAT 1 BID WAS RECEIVED, OPENED, AND READ ALOUD AND 0 BIDS WERE REJECTED ON  
**TUESDAY, MARCH 21, 2023 @ 10:00 AM.**

Approved 4/2/97

**HECTOR INTERNATIONAL AIRPORT  
AIRPORT FACILITIES DEVELOPMENT  
CONSTRUCTION GUIDELINES  
1997**

The intent of this guideline is to convey information relating to - the construction of facilities at Hector International Airport. (hangar/office/hotel/maintenance facilities for airport related equipment or support entities). The Municipal Airport Authority reserves the right to amend the guidelines as necessary.

Individuals interested in facility development are responsible for all of the following items prior to the preparation and approval of a lease document between the LESSEE and the Municipal Airport Authority known as the LESSOR unless negotiated differently in a written agreement.

- The Municipal Airport Authority will review the PROPOSED BUILDING CONCEPT (i.e. facility use, location, building type etc.)
- The Municipal Airport Authority will consider final approval of the proposed building upon signed approval of the building's specifications by the City of Fargo Building Inspector, Fire Marshall and any other agency which requires review and approval such as the Federal Aviation Administration. LESSEE must obtain a Building Permit prior to the start of construction.
- LESSEE is responsible to submit a Notice of Proposed Construction form 7460-1 to the Federal Aviation Administration (FAA) . The FAA will review the proposed construction as related to airspace concerns, security and other aviation safety issues. ALL FAA concerns and requirements must be resolved prior to the start of construction.
- LESSEE is responsible for the entire cost associated with a legal survey required for the legal property description (abstract) to be included in the lease document. The legal survey must be conducted by a registered land surveyor (RLS)
- LESSEE will pay a ground rental rate as established by the LESSOR based on the building size and a buffer area. The size of the buffer area is dependent upon the required building separation as determined by the City of Fargo Building Inspector. The proposed construction must meet the requirements of the Uniform Building Code and any adopted policy and/or ordinance of the City of Fargo. The ground rental payment to the LESSOR will begin as stated in the lease document regardless of the date of construction or occupancy.
- LESSEE shall be responsible for said leased premises from the date of the lease document and any risk of loss shall be Lessees upon such execution. Additionally, LESSEE will indemnify and hold LESSOR harmless from any and all

claims, demands, and causes of action that may be asserted resulting from or in any way related to LESSEE's lease of and activities on said leased premises.

- LESSEE is responsible for the entire cost associated with the installation of water for fire protection and potable use, sanitary sewer, storm sewer, electrical service, natural gas service and telephone service for the proposed construction. The LESSEE may be responsible to reimburse the LESSOR for any existing utilities based on the proposed buildings benefit for the use of the existing utilities.
- LESSEE is responsible for the entire cost of paving (concrete) required between the hangar door and ramp/taxilane provided by the LESSOR. The LESSOR will determine the set back distance. Minimum paving standards and specifications shall be determined and approved by the LESSOR.
- LESSEE is responsible for the entire cost associated with the construction of an automobile parking lot to include lighting, drainage systems etc. LESSEE is responsible for the cost associated with the construction of parking areas for fuel and related aircraft support equipment in order to comply with regulations set forth by the FAA and City of Fargo Fire Department. The LESSEE is responsible for all associated maintenance to include snow removal. The LESSOR will remove snow from aircraft parking/operating areas when personnel are available and conditions are conducive for such activity to occur.
- LESSEE is responsible to maintain the integrity of the airport security system as related to the proposed construction. LESSEE may be responsible for the installation of security fencing and access gates as required in order to access the proposed facility.
- LESSEE is responsible for all property taxes and special assessments and other fees as assessed by the Airport Authority, City of Fargo, County of Cass, State of North Dakota and the Federal Government.
- LESSEE must obtain insurance coverage as required by the LESSOR. A certificate of insurance must be on file with the LESSOR. Currently, a \$1,000,000 combined single limit for bodily injury and property damage is required. This requirement is subject to change based on the type of use or operation proposed.
- LESSEE must comply with all requirements contained in the lease document provided by the LESSOR. The terms of the lease document will prevail over any inconsistencies set forth in this guideline.