



A G E N D A
Tuesday, June 27, 2023
8:00 a.m.

PLEASE NOTE: You are able to join the meeting via Zoom - the invitation to the meeting is attached to the email forwarding this agenda.

1. Approve the minutes of the Regular Meeting held June 13, 2023.
2. Approve the airport vouchers totaling \$303,480.25.
3. Approve the individual vouchers:
 - A. TF POWERS CONSTRUCTION - \$30,825.00
Partial Payment Request #10, Parking Lot Exit Plaza.
 - B. TF POWERS CONSTRUCTION - \$28,782.00
Partial Payment Request #11, Parking Lot Exit Plaza.
 - C. PETERSON MECHANICAL - \$2,520.00
Partial Payment Request #7, Parking Lot Exit Plaza.
 - D. PETERSON MECHANICAL - \$9,980.00
Partial Payment Request #8 (Final), Parking Lot Exit Plaza.
 - E. MEAD & HUNT - \$8,906.88
Long Term Parking Lot Expansion.
 - F. MEAD & HUNT - \$4,987.98
East Economy Parking Lot.
 - G. MEAD & HUNT - \$40,995.00
North General Aviation Apron Expansion.
 - H. WALKER CONSULTANTS - \$470.00
Parking structure pre-design.
 - I. MEAD & HUNT - \$49,141.23
Cargo Apron Glycol Forecemain.

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- J. CUMMING GROUP - \$3,719.93
CMAR Project Management.
 - K. MEAD & HUNT - \$998.15
Security Access System Upgrade.
 - L. MEAD & HUNT - \$1,339,564.55
Passenger terminal expansion project design and bidding.
 - M. INDIGO SIGNS - \$9,479.00
Install message boards – exit plaza.
- 4. Receive Change Order #1 (Electrical) from Sun Electric for an increase of \$936.00, CAT6 cable for three exit plaza signs.
 - 5. Receive Change Order #1 (Civil) from TF Powers for an increase of \$38,882.00 for Exit Plaza (waterline connection \$29,269, additional grading \$9,613 – previously approved by MAA on 5/23/23).
 - 6. Receive communication and presentation by Norm Robinson regarding airport marketing program.
 - 7. Receive update on passenger terminal expansion and modification project.
 - 8. Continue discussion regarding parking structure.
 - 9. Receive Change Order #1 from Sun Electric – Security Access System Upgrade, for an increase of \$72,300 (install conduit and new ARFF communication line from Air Traffic Control Tower to National Guard Fire Station).
 - 10. Receive preliminary 2024 budget.
 - 11. Authorize attendance at the AAAE National Airports Conference, September 10-12, 2023, Spokane, WA.
 - 12. Receive FY2024-FY2026 FAR Part 26 DBE Goal (approved by FAA 6/14/23).
 - 13. Receive SP Plus budget for FY2023/2024.
 - 14. Receive employee handbook.
 - 15. Airport construction and security update.

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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

June 13, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 13, 2023, at 8:00 a.m.

Present: Engen, Kapitan, Ekman, Cosgriff
Absent: Berg
Others: Bossart, Strand

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held May 23, 2023 and the Special Meeting Held June 7, 2023:

Kapitan moved to approve the minutes of the Regular Meeting held May 23, 2023 and the Special Meeting held June 7, 2023.

Second by Ekman.

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

Absent: Berg

Motion carried.

Approved the Airport Vouchers Totaling \$192,211.63:

Engen moved to approve the airport vouchers totaling \$192,211.63.

Second by Kapitan.

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

Absent: Berg

Motion carried.

Approved the Individual Vouchers:

Kapitan moved to approve the individual vouchers as follows:

- A. VOLAIRE AVIATION - \$15,000.00
Small Community Air Service Development Grant Application.
- B. WESLEY SCHON, PE - \$1,250.00
Independent Fee Review, North General Aviation Area Apron Expansion,
construction administration.

Approved the Individual Vouchers: (Continued)

- C. FLINT GROUP - \$26,639.36
2023 Airport Marketing Program.
- D. PARSONS ELECTRIC - \$560.00
Utility locates – Security Access System Upgrade.
- E. VOLAIRE AVIATION - \$1,875.00
Monthly air service data subscription.
- F. TL STROH ARCHITECTS - \$3,581.00
Parking Lot Exit Plaza.
- G. FORUM COMMUNICATIONS - \$383.94
Legal advertisement – North General Aviation Area Apron Expansion and
Perimeter Road Reconstruction.
- I. RDO EQUIPMENT - \$546,946.20
2023 John Deere 844P Loader (MAA approved 7/26/22).
- J. SUN ELECTRIC - \$33,300.00
Partial Payment #12, Security Access Upgrade.

Second by Engen.

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

Absent: Berg

Motion carried.

After discussion on parking lot issues, Kapitan moved to approve individual voucher:

- H. FLASH PARKING, INC. - \$36,933.11
PARCS equipment – Exit Plaza.

Second by Engen.

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

Ekman voted no.

Absent: Berg

Motion carried.

Received April 2023 Financial Statements:

Kapitan moved to receive and file the April 2023 Financial Statements.

Second by Engen.

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

Absent: Berg

Motion carried.

Received Communication from SP Plus Regarding Recent Passenger Survey and Parking Structure Analysis:

Gregory Pierson, SP Plus, was recognized via zoom and reviewed the results of their passenger survey conducted May 2-3, 2023.

Engen moved to receive and file the SP Plus survey results.

Second by Ekman.

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

Absent: Berg

Motion carried.

Received Communication from Roger Tidd Requesting Lease Extension for Eastside Terminal Office:

The communication from Roger Tidd dated May 31, 2023, requesting a two-year extension of his lease in the Eastside Terminal Building to July 31, 2025, was received and filed without objection.

Kapitan moved to approve the two-year lease extension for Roger Tidd.

Second by Engen.

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

Absent: Berg

Motion carried.

Received Update from David Sahl, Fargo Aircraft Maintenance, Regarding Fuel Tank Installation:

Communication from David Sahl, Fargo Aircraft Maintenance, regarding Jet A Fuel tank installation was received and filed without objection.

Sahl was recognized and stated he did get approval from the MAA for the concept of adding a 10,000-gallon Jet A fuel tank in 2022 but was unable to get that accomplished. He stated he has been working with O'Day Equipment on the installation of a 12,000 tank and would like the board's approval to move forward.

Dobberstein stated Sahl will need to provide a legal description for the ground lease, create a SPCC plan, meet all local, state and federal requirements. The Fargo Fire Department would issue the permit for the tank. He stated the tank would also be inspected by the FAA.

Received Update from David Sahl, Fargo Aircraft Maintenance, Regarding Fuel Tank Installation: (Continued)

Engen moved to approve the request from Fargo Aircraft Maintenance to move forward with the installation of a 12,000 gallon above ground fuel tank.

Second by Kapitan.

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

Absent: Berg

Motion carried.

Received Communication from Mead & Hunt Regarding Approval of Construction Management at Risk (CMAR) Contract with McGough Construction:

Brandon Halvorson, Mead & Hunt, was recognized via zoom and gave an update on the terminal expansion project. He stated they have been going through the contract with McGough and TF Powers in more detail and doing some minor negotiations and landed on terms with which both parties were comfortable.

Engen moved to receive and file AIA Document A133 (Standard Form of Agreement Between Owner and Construction Manager as Constructor) and to accept the recommendation by Mead & Hunt to approve the contract.

Second by Ekman.

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

Absent: Berg

Motion carried.

Authorized Extension of Airline Lease and Operating Agreements through 12/31/2024:

Dobberstein stated he received communications from all of the airlines indicating they intend to provide service for the year starting January 1, 2024. He stated we did retain the services of John DeCoster to assist with formulating new agreements with the airlines effective January 1, 2025. He stated we would like to get three-year agreements with the airlines but since the pandemic the airlines have been going with annual agreements.

Kapitan moved to approve the extension of airline lease and operating agreements through 12/31/2024.

Second by Ekman.

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

Absent: Berg

Motion carried.

Continued Discussion Regarding Parking Structure:

Discussion was held regarding the proposed parking structure and the board reviewed the joint meeting held with the City Commission on June 12.

Engen moved that the MAA request from the City of Fargo the current two mills for infrastructure and an additional one mill for a period not to exceed five years.

Second by Kapitan.

After further discussion, Kapitan withdrew his second due to the fact that there was not a full board present today.

Engen withdrew his motion until the next meeting when a full board is present.

Approved Proposal from Hi-Lite for Runway Marking Maintenance (\$184,407.68):

Dobberstein stated we received two informal proposals for the runway marking maintenance as follows and recommended awarding the project to Hi-Lite:

Hi-Lite	\$184,407.68
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Muscha Pavement Parking, Inc.	\$190,017.25
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Engen moved to award the runway marking project to Hi-Lite per their bid of \$184,407.68.

Second by Kapitan.

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

Absent: Berg

Motion carried.

Approved Purchase of Vacuum Excavator (\$34,500.00):

Dobberstein stated we received two quotes for the purchase of a vacuum excavator as follows:

RDO Equipment Co. (Sourcewell Pricing)	\$32,469.66
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Ditch Witch of North Dakota	\$34,500.00
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Dobberstein stated the unit at RDO with Sourcewell pricing would not be available until next year so he is recommending approval of the FX20 Ditch Witch Vacuum Excavator.

Engen moved to approve the purchase of the FX20 Ditch Witch Vacuum Excavator at a cost of \$34,500.00.

Second by Kapitan.

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

Absent: Berg

Motion carried.

Approved Proposal from Advanced Striping & Sealcoating for Asphalt Parking Lot Repairs in the South General Aviation Area (\$63,950.00):

Dobberstein stated we solicited three bids for asphalt parking lot repairs in the South General Aviation Area as follows and recommended award to Advanced Striping & Sealcoating:

Hubert Oye	Declined to bid
Advanced Striping & Sealcoating	\$63,950.00
Border States Paving Inc.	\$79,937.58

Engen moved to award the project for asphalt parking lot repairs in the South General Aviation Area to Advanced Striping & Sealcoating based on their bid of \$63,950.00.

Second by Kapitan.

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

Absent: Berg

Motion carried.

Authorized Attendance at the AAAE Advanced ASOS Training, Washington, DC, August 23-24, 2023:

Engen moved to authorize attendance at the AAAE Advanced ASOS Training, Washington, DC, August 23-24, 2023.

Second by Kapitan.

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

Absent: Berg

Motion carried.

Authorized Attendance at the ADB Advanced Airfield Lighting Maintenance Seminar, Columbus, OH, August 8-10, 2023:

Engen moved to authorize attendance at the ADB Advanced Airfield Lighting Maintenance Seminar, Columbus, OH, August 8-10, 2023.

Second by Kapitan.

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

Absent: Berg

Motion carried.

Received Marketing Consultant Proposal from Norm Robinson:

The marketing consultant proposal dated May 31, 2023, from Norm Robinson Consulting, LLC was received and filed without objection.

Dobberstein stated he solicited proposals from Advanced Aviation and after discussions with their staff they declined to go into the consulting role. He stated he contacted Steve Dey, Off the Wall Marketing, but have not heard anything back from him. He stated Norm Robinson

Received Marketing Consultant Proposal from Norm Robinson: (continued)

was recommended by Odney. He stated he met with Mr. Robinson, and he provided a proposal for a review of marketing/advertising services.

Engen moved to accept the proposal from Norm Robinson Consulting, LLC.

Second by Ekman.

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

Absent: Berg

Motion carried.

Received FAA Policy and Procedures Concerning the Use of Airport Revenue:

MAA members received the FAA policy and procedures concerning the use of airport revenues (Federal Register).

Airport Construction and Security Update:

Terry Stroh, TL Stroh Architects, gave an update on the exit plaza project which is near completion.

Adopted Resolution of Appreciation for Retiring Airport Fire Chief, David Bush:

Ekman offered the following resolution of appreciation and moved its adoption:

WHEREAS, David Bush, will complete his last shift as Airport Fire Chief at Hector International Airport on June 23, 2023, and

WHEREAS, David Bush has served as a firefighter at Hector Airport for 33 years, first serving with the ND Air National Guard Fire Department and then with the Airport Fire Department, when he was named the first MAA Airport Fire Chief in 2014, and was instrumental in the successful formation of the MAA's Fire Department, and

WHEREAS, David Bush has been a dedicated and valued employee and has given unsparingly of his time to the airport, sacrificing valuable time during which he could have been perfecting his golf game.

NOW THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority thanks Mr. David Bush for his many years of service to the airport, and to our country, and extends its best wishes in his retirement and his future endeavors.

Second by Kapitan.

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

Adopted Resolution of Appreciation for Retiring Airport Assistant Fire Chief, Steven Bertsch:

Ekman offered the following resolution of appreciation and moved its adoption:

WHEREAS, Steven Bertsch, will complete his last shift as Assistant Airport Fire Chief at Hector International Airport on June 23, 2023, and

WHEREAS, Steven Bertsch has served as a firefighter at Hector Airport for 36 years, first serving with the ND Air National Guard Fire Department and then with the Airport Fire Department in 2014 as one of the first Assistant Fire Chiefs, providing valuable experience during the formation of the MAA Fire Department, and

WHEREAS, Steven Bertsch has been a dedicated and valued employee on the airport, being an important asset to the fire department as well as a big help on the airfield during snow events, and his service has been greatly appreciated and he will be missed.

NOW THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority thanks Mr. Steven Bertsch for his many years of service to the airport, and to our country, and extends its best wishes in his retirement and his future endeavors.

Second by Kapitan.

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

Kapitan moved to adjourn the meeting until the next Regular Meeting to be held Tuesday, June 27, 2023.

Second by Ekman.

All members present voted aye and the motion carried.

Time at adjournment was 10:35 a.m.

VOUCHERS FOR AUTHORITY APPROVAL - JUNE 27, 2023		
3D SPECIALTIES	INSTALL POSTS - PUBLIC AREA	\$450.00
4 SEASONS PAVEMENT REPAIR	POTHOLE FILLER - AIRFIELD	\$3,268.93
AGASSIZ SEED & SUPPLY	GRASS SEED - AIRFIELD	\$595.00
AIRPORT GIFTSHOP	MISC - REFRESHMENTS FOR PARK DIST FLOWER CREW	\$100.06
AIRPORT LIGHTING COMPANY	AIRFIELD LIGHTING - SIGN PANELS	\$1,646.42
AIRSIDE SOLUTIONS, INC.	AIRFIELD LIGHTING	\$2,673.00
ALLIED UNIVERSAL SECURITY SERVICES	SECURITY GUARD SERVICE JUNE 2-8	\$3,789.65
ALLIED UNIVERSAL SECURITY SERVICES	SECURITY GUARD SERVICE MAY 26 - JUNE 1	\$3,890.97
ALLIED UNIVERSAL SECURITY SERVICES	SECURITY GUARD SERVICE 5/19-5/25	\$3,491.40
ALLIED UNIVERSAL SECURITY SERVICES	SECURITY GUARD SERVICE 5/5-5/11	\$3,682.48
AMAZON.COM	ADAPTER - FIDS SYSTEM	\$13.53
AMAZON.COM	PHOTOCONDUCTOR FOR OFFICE PRINTER	\$182.60
AMERICAN ASSOC OF AIRPORT EXECS	2023 AAAE SUPPLEMENTAL FEDERAL AFFAIRS MEMBERSHIP	\$5,000.00
A-OX WELDING SUPPLY	PROPANE - MAINT SHOP	\$8,232.00
ARAMARK	LINEN SERVICE/UNIFORMS - APRIL 2023	\$1,010.18
BALANCE TAX & ACCOUNTING	ACCOUNTING SERVICES - MAY	\$2,350.00
BALDWIN SUPPLY COMPANY	PARTS FOR JETWAY - W. TERMINAL	\$2,092.81
BDT MECHANICAL, LLC	HVAC MAINTENANCE - W. TERMINAL	\$1,127.20
BELL INSURANCE	PROPERTY INSURANCE (BUILDINGS) 7/1/23-7/1/24	\$58,430.00
BURGGRAF'S ACE HARDWARE	BUILDING SUPPLIES - PUMP, ETC.	\$204.96
CITY OF FARGO	UTILITIES - STORM SEWER	\$459.17
CITY OF FARGO	SALT BRINE FOR PUBLIC ROADS 1/1/23 - 5/1/23	\$1,069.73
COLE PAPERS INC.	JANITORIAL SUPPLIES - W. TERMINAL	\$1,359.51
COLE PAPERS INC.	JANITORIAL SUPPLIES - FIRE STATION	\$28.04
COLE PAPERS INC.	JANITORIAL SUPPLIES - FIRE STATION	\$1,341.32
COLE PAPERS INC.	JANITORIAL SUPPLIES - W. TERMINAL	\$1,532.51
CONSOLIDATED COMMUNICATIONS	INTERNET SERVICE - W. TEMRINAL	\$450.07
CONSOLIDATED COMMUNICATIONS	INTERNET SERVICE - ARFF STATION	\$227.99
CONSOLIDATED COMMUNICATIONS	INTERNET SERVICE - MAINT SHOP	\$379.00
CONSOLIDATED COMMUNICATIONS	INTERNET SERVICE - SP PLUS	\$229.00
COSGRIFF, JOHN	REIMBURSEMENT - PARKING	\$16.00
DACOTAH PAPER CO.	JANITORIAL SUPPLIES - W. TERMINAL	\$1,379.35
DACOTAH PAPER CO.	JANITORIAL SUPPLIES - W. TERMINAL	\$13.00
DACOTAH PAPER CO.	JANITORIAL SUPPLIES - W. TERMINAL	\$1,063.24
DAKOTA FENCE	VARIOUS FENCING REPAIRS	\$11,362.41
DITCH WITCH OF NORTH DAKOTA	FX 20 DITCH WITCH VACUUM EXCAVATOR (MAA APPROVED 6/13/23)	\$34,500.00
EMERGENCY MEDICAL PRODUCTS	ARFF SUPPLIES - SANI-CLOTH WIPES	\$40.45
ENGRAPHIX	PLAQUES - ARFF RETIREMENTS	\$312.85
ENGRAPHIX	"RESTRICTED AREA" SIGNS - W. TERMINAL	\$68.00
FAMILY FARE	SUPPLIES FOR EMPLOYEE LUNCH - MAY 31	\$30.69
FAMILY FARE	COFFEE - BOARDROOM	\$23.62
FAMILY FARE	MISCELLANEOUS - COOKIES - CMAR INTERVIEWS	\$9.98
FEDEX	POSTAGE/SHIPPING	\$42.60
FEDEX	SHIPPING BOWMONKS FOR MAINTENANCE	\$98.60
FIRST NATION EELCTRIC	ELECTRICAL REPAIRS - W. TERMINAL	\$297.50
FLIGHTAWARE	TECH SERVICES - FBO TOOLBOX	\$110.00
GH JANITORIAL SERVICE	CLEANING TSA OFFICES - W. TERMINAL, MAY 2023	\$440.00
GRAINGER	BUILDING SUPPLIES - COAT HOOKS, DOOR STOPS	\$135.03
GRAINGER	BLEED VALVE ASSEMBLY - W. TERMINAL	\$283.78
HALI-BRITE	AIRFIELD LIGHTING	\$3,780.08
HUBER ELECTRIC MOTOR & PUMP REPAIR	REPAIRS TO PUMP - JETWAY #4 - W. TERMINAL	\$1,295.00
ICE COBOTICS	ROBOTIC VACUUM SUBSCRIPTION - W. TERM - MAY	\$549.00
JOHNSON CONTROLS	REPLACEMENT CLOCKS - W. TERMINAL	\$1,262.40
JOHNSON CONTROLS	ALARM & DETECTION MONITORING - W. TERMINAL	\$572.79
J-TECH MECHANICAL LLC	HVAC SERVICE CALL - E. TERMINAL	\$207.50
LUTHER FAMILY FORD	CREDIT FOR RETURNED PART - EQUIP #5	-\$18.91
MIDWEST COMMUNICATIONS	TELEPHONE SERVICE - MAY	\$231.26
MIDWEST PEST CONTROL	PEST CONTROL (4 BUILDINGS)	\$170.00
MINNESOTA VALLEY TESTING LABORATORIES	STORM WATER ANALYSIS	\$1,896.40
MINNESOTA VALLEY TESTING LABORATORIES	STORM WATER ANALYSIS	\$380.60
MOMAR, INC.	JANITORIAL SUPPLIES - W. TERMINAL	\$371.27
MOMAR, INC.	JANITORIAL SUPPLIES - W. TERMINAL	\$4,924.92

NELCO FIRST AID, INC.	FIRST AID SUPPLIES - W. TERMINAL	\$13.52
O'DAY EQUIPMENT	SERVICE CALL - FUELING SYSTEM	\$162.00
OFFICE DEPOT	OFFICE SUPPLIES - FOLDERS	\$50.68
OFFICE DEPOT	PRINTER TONER - ARFF STATION	\$397.00
PARSONS ELECTRIC	UTILITY LOCATES	\$140.00
PARSONS ELECTRIC	UTILITY LOCATES - SOUTH GA	\$140.00
PRO RESOURCES CORPORATION	PAYROLL, TAXES, FEES MAY 29-JUNE 11, 2023	\$89,173.75
RDO EQUIPMENT CO.	EQUIPMENT PART - #48	\$18.04
RDO EQUIPMENT CO.	EQUIPMENT REPAIRS - #18	\$8,100.36
RDO EQUIPMENT CO.	EQUIPMENT REPAIRS - #38	\$2,323.78
RESIDENCE INN	ADB LIGHTING SEMINAR, COLUMBUS, OH, MAY 1-5 (HOLMEN)	\$841.32
RT PAINTING AND DECORATING	PAINTING - W. TERMINAL	\$3,375.00
RT PAINTING AND DECORATING	PAINTING - W. TERMINAL	\$6,030.00
SHERWIN INDUSTRIES, INC.	CALIBRATE AND RECERTIFY BOWMONK FRICTION TESTERS	\$950.00
SHERWIN WILLIAMS	PAINT - W. TERMINAL	\$278.51
SHERWIN WILLIAMS	PAINT - W. TERMINAL	\$730.63
SHERWIN WILLIAMS	PAINT/SUPPLIES - W. TERMINAL	\$1,062.29
SHOPLET	OFFICE SUPPLIES - PAPER	\$97.23
SKALICKY'S AUTO REPAIR LLC	REPAIRS TO EQUIP #77	\$405.50
SKALICKY'S AUTO REPAIR LLC	REPAIRS TO EQUIP #77	\$1,636.67
SKALICKY'S AUTO REPAIR LLC	REPAIRS TO EQUIP #22	\$68.84
SKY DINE	CATERING - EMPLOYEE APPRECIATION LUNCH - MAY 31	\$306.80
SKY DINE	CATERING - CMAR COMMITTEE INTERVIEWS - MAY 3	\$129.34
STRUCTURAL MATERIALS INC.	SHOP TOOLS - EPOXY GUN	\$109.00
SUNSOURCE	EQUIPMENT REPAIRS - #38	\$1,123.00
THE UPS STORE	SHIPPING - RETURN AIRFIELD LIGHTING PARTS	\$18.53
THE UPS STORE	LAMINATING	\$8.56
T-MOBILE	AIRFIELD WIRELESS CARD, 24 HR OPS CELL, ARFF CELL	\$91.46
TRANSPORTATION SECURITY CLEARINGHOUSE	BACKGROUND CHECKS	\$825.00
ULINE	STAKE FLAGS	\$70.27
ULTIMATE TRANSPORTATION	2023 PJ TRAILER	\$5,000.00
US POSTAL SERVICE	POSTAGE STAMPS	\$1,008.00
USDA	ANNUAL WILDLIFE HAZARD TRAINING	\$600.00
WALLWORK TRUCK CENTER	EQUIP REPAIRS - #27	\$3,022.24
ZOOM VIDEO COMMUNICATIONS INC.	PRO MONTHLY SUBSCRIPTION - MAY 30 - JUNE 29	\$15.99
		\$303,480.25



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4

Change Order

PROJECT: *(Name and address)*Hector Exit Bldg/Plaza
Fargo, ND**CONTRACT INFORMATION:**Contract For: Electrical Construction
Date: 3/9/22**CHANGE ORDER INFORMATION:**Change Order Number: Elec#01
Date: 6/12/23**OWNER:** *(Name and address)*Municipal Airport Authority
Hector International Airport
PO Box 2845
Fargo, ND 58108**ARCHITECT:** *(Name and address)*T.L. Stroh Architects Ltd
3 Seventh St N
Fargo, ND 58102**CONTRACTOR:** *(Name and address)*Sun Electric
411 39th St NW
Fargo, ND 58102**THE CONTRACT IS CHANGED AS FOLLOWS:***(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Provide and install (1) Cat 6 cable to each of the (3) sign locations above the drive through lanes: run each line to data rack; terminate and test.

ADD \$936.00

The original Contract Sum was	\$	327,000.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	327,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$	936.00
The new Contract Sum including this Change Order will be	\$	327,936.00

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

T.L. Stroh Architects Ltd

ARCHITECT *(Firm name)*

SIGNATURE

Terry L. Stroh, Principal

PRINTED NAME AND TITLE

6/12/23

DATE

Sun Electric

CONTRACTOR *(Firm name)*

SIGNATURE

Ryan Touss - Project manager

PRINTED NAME AND TITLE

6-12-23

DATE

Municipal Airport Authority

OWNER *(Firm name)*

SIGNATURE

Shawn Dobberstein

PRINTED NAME AND TITLE

DATE



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5

Change Order

PROJECT: *(Name and address)*
Hector Exit Bldg/Plaza
Fargo, ND

CONTRACT INFORMATION:
Contract For: Civil Construction
Date: 3/9/22

CHANGE ORDER INFORMATION:
Change Order Number: Civil#01
Date: 6/19/23

OWNER: *(Name and address)*
Municipal Airport Authority
Hector International Airport
PO Box 2845
Fargo, ND 58108

ARCHITECT: *(Name and address)*
T.L. Stroh Architects Ltd
8 Seventh St N
Fargo, ND 58102

CONTRACTOR: *(Name and address)*
TF Powers Construction
910 6th Ave N
Fargo, ND 58102

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additional grading.
ADD \$9,613.00

Water line connection.
ADD \$29,269.00

The original Contract Sum was	\$	452,453.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	452,453.00
The Contract Sum will be increased by this Change Order in the amount of	\$	38,882.00
The new Contract Sum including this Change Order will be	\$	491,335.00

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

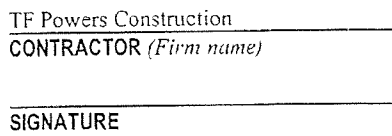
NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

T.L. Stroh Architects Ltd
ARCHITECT *(Firm name)*

SIGNATURE

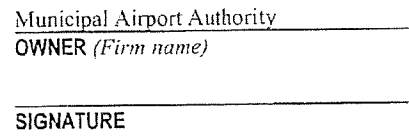
Terry L. Stroh, Principal
PRINTED NAME AND TITLE

6/19/23
DATE

TF Powers Construction
CONTRACTOR *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

Municipal Airport Authority
OWNER *(Firm name)*

SIGNATURE

Shawn Dobberstein
PRINTED NAME AND TITLE

DATE



“Who Should We Trust to Carry Out This Important Work?”

An Overview of Marketing Services Provider Options

- National Agencies that Specialize in Marketing for Small & Mid-Sized Airports
- Current Marketing Agency – Flint Communications, Fargo
- A New, Local Agency?
- Establishing an In-House Marketing Department
- RFP Process for Local Agency Search
- RFP for National Agencies that Specialize in Airport Marketing Search
- Summary



Industrial - Commercial

9

June 12th, 2023

Hector International Airport
Attn: Joel Kath

Hector International Airport- ARFF Phone Line and UG Conduit

The following is included in the price for the above project.

- Applicable sales tax, fees, and labor rates.
- ND One Call.
- Underground Bore and Trench of Approx 3,550 2" Innerduct from Tower to ARFF building.
- Installation of 5 Handholes for Pulling.
- Installation of 12Pair#22 Phone Line.
- Installation of Micro Duct Between Runway Handholes for Future Cable Needs.
- Routing Phone Line in Tower and ARFF Building.
- Terminating Cable on Punch Down Blocks.
- The Majority of Underground Conduit Run to be Bored Where Able To.
- Hector Airport to Provide Escorts for Boring Crew for Boring Under Runway.
- Existing 4" Innerduct at ARFF Building to be Re-Used Per Plans.

Cost Breakout:

12PR#22 Cable, Cable Install, Terms, Micro Duct Building Routing, Labor:	\$20,000
Underground, Innerduct, and Handholes (Subcontracted):	\$49,000
Permits, Fees, Taxes:	\$3,300

Total Proposed Price is: \$72,300.00

Call for Questions or Concerns

Sincerely,
Travis Goodrie

6/23/2023

PRELIMINARY 2024 BUDGET

10

561 OPERATIONS AND MAINTENANCE ACCOUNT

561-7004-493-1100 – WAGES

3% COLA IS INCLUDED

ADDITIONAL FULL-TIME EMPLOYEES ARE INCLUDED IN THE BUDGET LINE ITEM.

AIRPORT OPERATIONS ATTENDANT (\$47,000)

AIRPORT EQUIPMENT TECHNICIAN II (\$58,000)

AIRFIELD MAINTENANCE SPECIALIST II (\$55,000)

AIRFIELD MAINTENANCE SPECIALIST III (\$66,000)

THESE POSITIONS HAVE BEEN INCLUDED IN PAST BUDGETS BUT HAVE NOT BEEN FILLED. THE OPTION NEEDS TO BE INCLUDED AS IT BECOMES MORE DIFFICULT TO ATTRACT SEASONAL PART-TIME EMPLOYEES.

561-7005-493-1100 – ARFF WAGES

3% COLA IS INCLUDED

561-7004/7005-493-2001 – EMPLOYEE BENEFITS/HEALTH INSURANCE

I HAVE INCLUDED A 10% INCREASE IN THE 2024 PREMIUM. BROWN AND BROWN IS THE COMPANY THAT MANAGES THE ND PUBLIC HEALTH INSURANCE TRUST (NDPHIT). JON HEATH FROM BROWN AND BROWN EMAILED 6/19/2023 THAT THEY SHOULD HAVE RENEWAL INFORMATION AVAILABLE IN LATE JULY. THEIR PRELIMINARY REVIEW ESTIMATES A 7.6% INCREASE IN MEDICAL AND A 9.8% INCREASE IN PHARMACY.

THE MAA EMPLOYEES PAY \$71.50 PER MONTH FOR A SINGLE PLAN AND \$370.24 FOR A FAMILY PLAN. THE MAA FROZE THIS EMPLOYEE SHARE FOR 2023 AND I RECOMMEND THE EMPLOYEE SHARE REMAIN THE SAME FOR 2024 WITH THE MAA PAYING FOR THE BALANCE OF THE PREMIUM. THE ESTIMATED ANNUAL COST IS \$284,128.80 BASED ON AN ESTIMATED 10% PREMIUM INCREASE.

I MENTIONED THE MAA COULD CONSIDER PAYING 100% OF HEALTH INSURANCE PREMIUM FOR EMPLOYEES. THE ESTIMATED ANNUAL COST IS \$340,569.60. IT IS POSSIBLE ADDITIONAL EMPLOYEES THAT ARE NOT PART OF THE HEALTH INSURANCE PLAN COULD DECIDE TO PARTICIPATE. THIS WOULD INCREASE THE ANNUAL COST. IT IS POSSIBLE EMPLOYEES CURRENTLY ENROLLED IN A SINGLE PLAN COULD CHANGE TO A FAMILY PLAN WHICH WOULD INCREASE THE ANNUAL COST.

THE MAA COULD CONSIDER PAYING 100% OF THE SINGLE PLAN. THE ESTIMATED ANNUAL COST IS \$111,401 BASED ON CURRENT PARTICIPATION. EMPLOYEES THAT ARE NOT ENROLLED IN THE HEALTH INSURANCE PLAN COULD DECIDE TO JOIN. THIS WOULD INCREASE THE ANNUAL COST. NO CHANGES TO THE FAMILY PLAN PARTICIPANTS.

THE MAA RECOVERS 100% OF THE HEALTH INSURANCE PREMIUM COSTS FOR OUR ARFF EMPLOYEES FROM THE AIRLINES. THE ANNUAL AMOUNTS ABOVE ARE THE GROSS COST. THE NET WOULD BE LESS AFTER THE AIRLINES REIMBURSEMENT.

561-7007-493-1100 – TSA REQUIRED FARGO PD LEO

\$488,246 – BUDGET SOURCE IS FARGO PD KATHY LORMIS EMAIL 6/20/2023

100% OF THE ACTUAL COST IS REIMBURSED BETWEEN A TSA REIMBURSABLE AGREEMENT AND THE AIRLINES.

561-7004-493-3380 – SECURITY SERVICES

THE BUDGET INCLUDES \$200,000 FOR OUR TRADITIONAL PRIVATE SECURITY GUARD SERVICES. IT INCLUDES AN ADDITIONAL \$300,000 FOR THE TSA FEDERAL UNFUNDED MANDATE FOR AIRPORTS TO SCREEN AVIATION WORKERS. THIS REQUIREMENT IS SCHEDULED TO START SEPTEMBER 25, 2023. CONGRESS HAS REQUESTED THE TSA TO RECIND THEIR SECURITY DIRECTIVE. WE DO NOT KNOW THE ANSWER TODAY.

561-7005-493-4320 – ARFF GENERAL EQUIPMENT REPAIR

OUR ARFF TRUCKS ARE GETTING OLDER AND ARE REQUIRING ADDITIONAL ANNUAL MAINTENANCE. PUMPS/HOSES ETC.

561-7004-493-7410 – CAPITAL OUTLAY MACHINERY AND EQUIPMENT

THE MAA APPROVED THE PURCHASE OF TWO SNOW REMOVAL UNITS. THEY WILL BE DELIVERED IN 2024. \$1,977,985. THE BUDGET INCLUDES FUNDS FOR ADDITIONAL SNOW REMOVAL EQUIPMENT SUCH AS A SMALL SNOWBLOWER REPLACEMENT.

561-7004-363-8801 – LAND TRANSPORT FACILITIES/SP PLUS

SOURCE: GREGORY PIERSON SP PLUS 6/16/2023

\$6,700,000 ESTIMATED GROSS REVENUE

561-7004-493-3885 – PARKING MANAGEMENT

SOURCE: GREGORY PIERSON SP PLUS 6/16/2023

\$906,000 ESTIMATED EXPENSES

SP PLUS IS IN THE PROCESS OF REVIEWING THEIR DATA PER A MEETING THAT WAS HELD 6-22-23 WITH LEIBOWITZ AND HORTON, GREGORY PIERSON FROM SP PLUS, COSGRIFF AND GILMOUR. THE GROUP REVIEWED REVENUE ASSUMPTIONS THAT WERE INCLUDED IN THE PARKING STRUCTURE FINANCIAL ANALYSIS.

563 CONSTRUCTION AND IMPROVEMENT ACCOUNT

563-7006-331-1305 – DIRECT ASSIST/AIRPORT IMPROVEMENT PROGRAM (AIP)

SOURCE: LEIBOWITZ AND HORTON FINANCIAL ANALYSIS SCHEDULE II 6/2023

\$16,975,411 – AIP ENTITLEMENT GRANT - PASSENGER; AIP ENTITLEMENT GRANT – CARGO; BIL AIRPORT INFRASTRUCTURE GRANT (AIG); AIP ENTITLEMENT CARRYOVER; AIP DISCRETIONARY/BIL AIRPORT TERMINAL GRANT (ATP).

\$12,306,600 – ESTIMATED 90% FEDERAL SHARE OF WEST TERMINAL APRON EXPANSION PROJECT TO ACCOMMODATE PASSENGER TERMINAL EXPANSION AND MODIFICAITON PROJECT.

TOTAL \$29,281,441

563-7006-334-3305 – STATE GRANTS / CAPITAL GRANT ASSISTANCE
SOURCE: LEIBOWITZ AND HORTON FINANCIAL ANALYSIS SCHEDULE II 6/2023
\$3,843,117

563-7004-396-1200 – NON-OPERATING/PROPERTY TAXES (MILL LEVY)
SOURCE: CITY ASSESSOR MICHAEL SPLONSKOWSKI 5/2023
2023 ESTIMATED VALUE OF ONE MILL \$803,293
WE BUDGET AT 95% OR \$763,129 PER MILL
TWO MILLS ESTIMATED TOTAL **\$1,526,258**

563-7004-493-7230 – BUILDINGS – NEW CONSTRUCTION
SOURCE: MCGOUGH CONSTRUCTION CASH FLOW ESTIMATE 6/19/2023
\$5,067,807 – THIS IS THE ESTIMATED COST OF THE PASSENGER TERMINAL EXPANSION THAT WILL NOT BE ELIGIBLE FOR FEDERAL FUNDS IN CY2024.

563-7006-493-7320 – BUILDINGS – NEW CONSTRUCTION
SOURCE: MCGOUGH CONSTRUCTION CASH FLOW ESTIMATE 6/19/2023
\$20,271,227 – THIS IS THE ESTIMATED COST OF THE PASSENGER TERMINAL EXPANSION THAT IS ELIGIBLE FOR FEDERAL FUNDS IN CY2024.

WEST TERMINAL APRON EXPANSION
SOURCE: MEAD & HUNT CIP ESTIMATE 6/2023
\$13,674,000 – THIS PROJECT WILL BE ELIGIBLE FOR 90% FEDERAL FUNDING.

TOTAL FOR 563-7006-493-7230 = **\$33,945,227**

563-7004-493-5210 – INSURANCE
SOURCE: BELL INSURANCE 6/2023
\$100,000 – ESTIMATED BUILDERS RISK POLICY COST FOR THE TERMINAL EXPANSION AND MODIFICATION PROJECT.

569 PARKING MAINTENANCE AND IMPROVEMENT ACCOUNT
SOURCE: FINANCIAL ANALYSIS FROM EIDE BAILLY 6/2023 PROVIDED TO MAA AT PREVIOUS MEETINGS AND PRESENTED TO CITY COMMISSION 6/12/23 AIRPORT – PARKING REVENUE ASSUMPTIONS
\$39,736,000 – ROUNDED UP TO **\$40,000,000**

569-7004-391-5000 – TRANSFER IN/ENTERPRISE FUNDS
\$40,000,000 – LOAN/BOND PROCEEDS/RESERVE FUNDS

569-7004-493-3310 – ARCHITECTURAL SERVICES
\$4,000,000 (10% OF ESTIMATED COST)

569-7004-493-7230 – BUILDINGS – NEW CONSTRUCTION
\$36,000,000 – ESTIMATED COST OF PARKING STRUCTURE AND WALKWAY

Municipal Airport Authority of the City of Fargo, North Dakota
Budget vs Actuals: Fund 561 - Airport Operations & Maintenance Dashboard

PRELIMINARY 6/22/23

	2022 Actual	2022 Budget	2023 Budget	2024 Budget
Income				
Total 330 Intergovernmental Revenue	6,174,166	4,255,150	1,392,687	-
Total 360.00 Interest Revenue	297,359	150,000	550,000	780,000
Total 361.00 Miscellaneous Revenue	4,492	5,000	2,500	5,000
Total 363.00 Rental Fees	8,682,580	4,590,434	8,347,283	11,124,456
Total 364 Lease Revenue [GASB 87]	1,172,591	-	-	-
Total 370.00 Miscellaneous Income	173,164	144,000	143,000	165,500
Total 395.00 Operating Revenues	1,522,099	1,275,000	1,669,223	1,800,812
Total 396.00 Non Operating	225,190	1,868	-	-
Total Income	18,251,640	10,421,452	12,104,693	13,875,768
Expenses				
Total 493.11 Salaries	2,720,402	2,621,554	3,162,662	3,417,952
Total 493.20 Employee Benefits	625,462	786,998	640,311	726,629
Total 493.28 Other Services / Pension	(1,250,993)	191,031	-	-
Total 493.33 Other Services	1,255,562	877,000	1,121,460	1,823,045
Total 493.41 Utility Services	34,077	38,000	39,000	40,000
Total 493.42 Cleaning Services	48,454	84,000	84,500	84,500
Total 493.43 Repairs & Maintenance	615,394	620,000	743,000	654,000
Total 493.44 Rentals	10,448	2,500	2,500	12,000
Total 493.52 Insurance	157,996	148,500	168,500	192,500
Total 493.53 Communications	3,440	15,000	10,000	9,700
Total 493.54 Advertising & Printing	5,447	4,100	3,800	5,300
Total 493.56 Travel & Education	69,252	84,600	88,700	114,200
Total 493.61 General Supplies	514,452	341,500	428,200	626,100
Total 493.62 Energy	639,242	551,650	752,400	752,400
Total 493.64 Miscellaneous Expense	157,676	124,500	152,000	180,000
Total 493.72 Capital Outlay	5,990,399	5,163,103	375,000	2,460,000
Total 493.80 Special Assessments/DrainTaxes/Property Taxes	53,506	100,000	100,000	100,000
Total 493.90-50 Transfers	-	37,500	-	-
Total 7004-493.34 Technical Services Airport	119,831	127,000	116,500	129,000
Total 7005-493.34 Technical Services Fire	25,103	67,000	27,500	29,000
Total 950.79 Asset Reclassification	(8,252,112)	(12,023,645)	-	-
Total Expenses	3,543,039	(38,109)	8,016,033	11,356,326
Net Operating Income	14,708,602	10,459,562	4,088,660	2,519,443
Total Other Income	56,168	-	-	-
Net Income	14,764,770	10,459,562	4,088,660	2,519,443

Municipal Airport Authority of the City of Fargo, North Dakota
Budget vs Actuals: Fund 561 - Airport Operations & Maintenance Dashboard

	2022 Actual	2022 Budget	2023 Budget	2024 Budget
Income				
Total 330 Intergovernmental Revenue	6,174,166	4,255,150	1,392,687	-
Total 360.00 Interest Revenue	297,359	150,000	550,000	780,000
Total 361.00 Miscellaneous Revenue	4,492	5,000	2,500	5,000
Total 363.00 Rental Fees	8,682,580	4,590,434	8,347,283	11,124,456
Total 364 Lease Revenue [GASB 87]	1,172,591	-	-	-
Total 370.00 Miscellaneous Income	173,164	144,000	143,000	165,500
Total 395.00 Operating Revenues	1,522,099	1,275,000	1,669,223	1,800,812
Total 396.00 Non Operating	225,190	1,868	-	-
Total Income	18,251,640	10,421,452	12,104,693	13,875,768
Expenses				
493.11 Salaries				
Total 7004-493.11 Airport	1,650,619	1,563,669	1,901,773	2,179,706
Total 7005-493.11 Fire	712,891	711,016	809,000	750,000
Total 7007-493.11 Police	356,893	346,869	451,889	488,246
Total 493.11 Salaries	2,720,402	2,621,554	3,162,662	3,417,952
493.20 Employee Benefits				
Total 7004-493.20 Airport	393,873	519,561	385,859	433,263
Total 7005-493.20 Fire	231,589	207,977	254,452	293,366
Total 7007-493.20 Police	-	59,460	-	-
Total 493.20 Employee Benefits	625,462	786,998	640,311	726,629
Total 7004-493.28 Pension Airport	(1,315,834)	191,031	-	-
Total 7005-493.28 Pension Police	64,841	-	-	-
Total 493.28 Other Services / Pension	(1,250,993)	191,031	-	-
Total 7004-493.33 Other Services Airport	1,246,816	870,000	1,086,460	1,783,045
Total 7005-493.33 Other Services Fire	8,746	7,000	35,000	40,000
Total 493.33 Other Services	1,255,562	877,000	1,121,460	1,823,045
Total 493.41 Utility Services	34,077	38,000	39,000	40,000
Total 493.42 Cleaning Services	48,454	84,000	84,500	84,500
Total 7004-493.43 R&M Airport	568,505	608,000	733,000	599,000
Total 7005-493.43 R&M Fire	46,889	12,000	10,000	55,000
Total 493.43 Repairs & Maintenance	615,394	620,000	743,000	654,000
Total 493.44 Rentals	10,448	2,500	2,500	12,000
Total 7004-493.52 Insurance Airport	154,495	146,000	166,500	188,000
Total 7005-493.52 Insurance Fire	3,501	2,500	2,000	4,500
Total 493.52 Insurance	157,996	148,500	168,500	192,500
Total 7004-493.53 Communications Airport	3,109	12,000	8,500	8,200
Total 7005-493.53 Communications Fire	331	3,000	1,500	1,500
Total 493.53 Communications	3,440	15,000	10,000	9,700
Total 493.54 Advertising & Printing	5,447	4,100	3,800	5,300
Total 7004-493.56 Travel & Education Airport	53,521	72,800	75,000	87,000
Total 7005-493.56 Travel & Education Fire	15,731	11,800	13,700	27,200
Total 493.56 Travel & Education	69,252	84,600	88,700	114,200
Total 7004-493.61 General Supplies Airport	503,344	326,300	406,300	606,000
Total 7005-493.61 General Supplies Fire	11,108	15,200	21,900	20,100
Total 493.61 General Supplies	514,452	341,500	428,200	626,100
Total 7004-493.62 Energy Airport	635,991	548,000	745,000	745,000
Total 7005-493.62 Energy Fire	3,252	3,650	7,400	7,400
Total 493.62 Energy	639,242	551,650	752,400	752,400
Total 493.64 Miscellaneous Expense	157,676	124,500	152,000	180,000
Total 7004-493.72 Buildings/Improvements	10,925	100,000	105,000	115,000
Total 7004-493.74 Capital Outlay Airport	692,251	270,000	197,000	2,267,000
7004-493.75-40 Depreciation / Depreciation	5,261,610	4,721,103	-	-
Total 7005-493.74 Capital Outlay Fire	25,613	72,000	73,000	78,000
Total 493.72 Capital Outlay	5,990,399	5,163,103	375,000	2,460,000
Total 493.80 Special Assessments/DrainTaxes/Property Taxes	53,506	100,000	100,000	100,000
Total 493.90-50 Transfers	-	37,500	-	-
Total 7004-493.34 Technical Services Airport	119,831	127,000	116,500	129,000
Total 7005-493.34 Technical Services Fire	25,103	67,000	27,500	29,000
Total 950.79 Asset Reclassification	(8,252,112)	(12,023,645)	-	-
Total Expenses	3,543,039	(38,109)	8,016,033	11,356,326
Net Operating Income	14,708,602	10,459,562	4,088,660	2,519,443
Total Other Income	56,168	-	-	-
Net Income	14,764,770	10,459,562	4,088,660	2,519,443

Municipal Airport Authority of the City of Fargo, North Dakota

PRELIMINARY 6/22/23

Budget Overview: 2024 Budget - FY24 P&L Classes

January - December 2024

	561 MUNICIPAL AIRPORT	563 AIRPORT CONSTRUCTION	564 PASSENGER FACILITY CHARGE	569 PARKING MAINTENANCE AND IMPROVEMENTS	TOTAL
Income					
330 Intergovernmental Revenue					\$0.00
331.10 Federal Operating Grants					\$0.00
331.13-05 Capital - Direct Assist. / Airport Improvement		0.00			\$0.00
7004-331.11 Federal Operating Grants Aiport					\$0.00
7004-331.11-90 Operating - Direct Assist / CARES Funding - Airport	0.00				\$0.00
7004-331.11-96 Operating - CRRSA Concession Relief	0.00				\$0.00
7004-331.11-96.1 Operating - CRRSA Concession Relief Contra	0.00				\$0.00
7004-331.11-97 Operating - Direct Assist / CRRSA Funding - Airport	0.00				\$0.00
7004-331.11-98 Operating - ARPA Concession Relief	0.00				\$0.00
7004-331.11-98.1 ARPA Concession Relief Contra	0.00				\$0.00
7004-331.11-99 Operating - ARPA Grant	0.00				\$0.00
Total 7004-331.11 Federal Operating Grants Aiport	0.00				\$0.00
7005-331.11 Federal Operating Grants Fire					\$0.00
7005-331.11-90 Operating - Direct Assist - CARES Funding - Airport	0.00				\$0.00
7005-331.11-97 Operating - Direct Assist / CRRSA	0.00				\$0.00
7005-331.11-99 Operating - ARPA Grant	0.00				\$0.00
Total 7005-331.11 Federal Operating Grants Fire	0.00				\$0.00
7006-331.11 Federal Operating Grants					\$0.00
7006-331.13-05 Direct Assist / Airport Improvement		29,281,441.00			\$29,281,441.00
Total 7006-331.11 Federal Operating Grants		29,281,441.00			\$29,281,441.00
Total 331.10 Federal Operating Grants	0.00	29,281,441.00			\$29,281,441.00
334.30 State Grants					\$0.00
7004-334.30-05 State Grants / Capital Grant Assistance		250,000.00			\$250,000.00
7006-334.30-05 State Grants / Capital Grant Assistance		3,843,117.00			\$3,843,117.00
Total 334.30 State Grants		4,093,117.00			\$4,093,117.00
Total 330 Intergovernmental Revenue	0.00	33,374,558.00			\$33,374,558.00
360 Miscellaneous Revenue					\$0.00
360.00 Interest Revenue					\$0.00
7004-360.10-00 Interest Revenue / Interest on Pooled Cash	0.00				\$0.00
7004-360.36-00 Interest Revenue / Interest on Airport Funds	780,000.00	40,000.00	5,000.00	270,000.00	\$1,095,000.00
Total 360.00 Interest Revenue	780,000.00	40,000.00	5,000.00	270,000.00	\$1,095,000.00
361.00 Miscellaneous Revenue					\$0.00
7004-361.75-01 Pcard Rebates / PFM Pcard Rebates	5,000.00				\$5,000.00

Municipal Airport Authority of the City of Fargo, North Dakota

Budget Overview: 2024 Budget - FY24 P&L Classes

January - December 2024

	561 MUNICIPAL AIRPORT	563 AIRPORT CONSTRUCTION	564 PASSENGER FACILITY CHARGE	569 PARKING MAINTENANCE AND IMPROVEMENTS	TOTAL
Total 361.00 Miscellaneous Revenue	5,000.00				\$5,000.00
363.00 Rental Fees					\$0.00
363.70 Rentals of Hangars & FBO					\$0.00
7004-363.70-01 Rentals of Hangars & FBO / ABHN Partnership	777.00				\$777.00
7004-363.70-02 Rentals of Hangars & FBO / Carousel Hangar	1,455.00				\$1,455.00
7004-363.70-06 Rentals of Hangars & FBO / West Winds Condo Assn.	2,457.60				\$2,457.60
7004-363.70-07 Rentals of Hangars & FBO / Air Condo Association	1,043.40				\$1,043.40
7004-363.70-08 Rentals of Hangars & FBO / Big Blue Hangar Assn.	2,077.65				\$2,077.65
7004-363.70-09 Rentals of Hangars & FBO / Hgr #3 Admin Office	18,203.96				\$18,203.96
7004-363.70-10 Rentals of Hangars & FBO / Northwest Hangar	0.00				\$0.00
7004-363.70-11 Rentals of Hangars & FBO / Fargo Air, Inc.	1,600.00				\$1,600.00
7004-363.70-14 Rentals of Hangars & FBO / Fargo Jet Center	492,000.00				\$492,000.00
7004-363.70-15 Rentals of Hangars & FBO / JP Development 3861 20th St	594.00				\$594.00
7004-363.70-16 Rentals of Hangars & FBO / Hamilton NGA Hangar	0.00				\$0.00
7004-363.70-17 Rentals of Hangars & FBO / J P Development NG Land	50,451.00				\$50,451.00
7004-363.70-18 Rentals of Hangars & FBO / Paul Bernabucci T Hangar	1,275.00				\$1,275.00
7004-363.70-23 Rentals of Hangars & FBO / Francis Butler Hangar	1,060.50				\$1,060.50
7004-363.70-28 Rentals of Hangars & FBO / Gerald Eid Hangar	0.00				\$0.00
7004-363.70-29 Rentals of Hangars & FBO / Springer SGA Hangar	986.27				\$986.27
7004-363.70-30 Rentals of Hangars & FBO / Fargo Jet - Hangar #4	49,224.00				\$49,224.00
7004-363.70-31 Rentals of Hangars & FBO / Tom Nagle Hangar	1,732.50				\$1,732.50
7004-363.70-34 Rentals of Hangars & FBO / B. Ness Igloo / Hangar	868.50				\$868.50
7004-363.70-36 Rentals of Hangars & FBO / Northwest Aviation LLC	1,815.00				\$1,815.00
7004-363.70-38 Rentals of Hangars & FBO / Fargo Jet - Hangar #3	49,224.00				\$49,224.00
7004-363.70-39 Rentals of Hangars & FBO / MACO Leasing, Inc	2,223.19				\$2,223.19
7004-363.70-40 Rentals of Hangars & FBO / Red River Aero	0.00				\$0.00
7004-363.70-41 Rentals of Hangars & FBO / Schatz Fuel	2,600.00				\$2,600.00

Municipal Airport Authority of the City of Fargo, North Dakota

Budget Overview: 2024 Budget - FY24 P&L Classes

January - December 2024

	561 MUNICIPAL AIRPORT	563 AIRPORT CONSTRUCTION	564 PASSENGER FACILITY CHARGE	569 PARKING MAINTENANCE AND IMPROVEMENTS	TOTAL
Flowage					
7004-363.70-44 Rentals of Hangars & FBO / Group VI, LLC	7,793.29				\$7,793.29
7004-363.70-45 Rentals of Hangars & FBO / Group VI, LLC Fuel	10,000.00				\$10,000.00
Flowage					
7004-363.70-46 Rentals of Hangars & FBO / Spectrum Aeromed-Hangar#9	60,281.70				\$60,281.70
7004-363.70-49 Rentals of Hangars & FBO / Fargo Aircraft Maint.	9,000.00				\$9,000.00
7004-363.70-51 Rentals of Hangars & FBO / Jeff Johnson Hangar	1,215.00				\$1,215.00
7004-363.70-52 Rentals of Hangars & FBO / 380 North	4,185.00				\$4,185.00
7004-363.70-54 Rentals of Hangars & FBO / Flying K Properties	735.00				\$735.00
7004-363.70-56 Rentals of Hangars & FBO / KFAR Hangar, LLC	2,229.90				\$2,229.90
7004-363.70-57 Rentals of Hangars & FBO / Hangar 19, LLP	7,978.05				\$7,978.05
7004-363.70-58 Rentals of Hangars & FBO / RV Newman Consulting LLP	1,080.00				\$1,080.00
7004-363.70-59 Rentals of Hangars & FBO / Blotsky, Jim and Twylah	1,020.00				\$1,020.00
7004-363.70-60 Rentals of Hangars & FBO / JP Development 1631 19 AVE	1,082.25				\$1,082.25
7004-363.70-61 Rentals of Hangars & FBO / James P Roers Hangar	960.75				\$960.75
7004-363.70-62 Rentals of Hangars & FBO / J. Wesley Hangar 1, LLC	990.00				\$990.00
7004-363.70-63 Rentals of Hangars & FBO / FJC - South Fuel Farm	3,587.17				\$3,587.17
Total 363.70 Rentals of Hangars & FBO	793,806.68				\$793,806.68
363.75 Scheduled Flight Fees					\$0.00
7004-363.75-08 Scheduled Flight Fees / United Airlines	75,000.00				\$75,000.00
7004-363.75-10 Scheduled Flight Fees / ALLEGiant AIR	60,000.00				\$60,000.00
7004-363.75-12 Scheduled Flight Fees / Frontier Airlines	13,000.00				\$13,000.00
7004-363.75-14 Scheduled Flight Fees / American Airlines	50,000.00				\$50,000.00
7004-363.75-15 Scheduled Flight Fees / Delta Air Lines	95,000.00				\$95,000.00
Total 363.75 Scheduled Flight Fees	293,000.00				\$293,000.00
363.80 Non-Scheduled Flight Fees					\$0.00
7004-363.80-02 Non-Scheduled Flight Fees / Others Non-Scheduled	4,000.00				\$4,000.00
7004-363.80-03 Non-Scheduled Flight Fees / General Aviation Landings	47,000.00				\$47,000.00
7004-363.80-04 Non-Scheduled Flight Fees / ND Air National Gd	0.00				\$0.00

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(Govt)					
7004-363.80-05 Non-Scheduled Flight Fees / Delta Air Lines	0.00				\$0.00
7004-363.80-06 Non-Scheduled Flight Fees / Federal Express	110,000.00				\$110,000.00
7004-363.80-07 Non-Scheduled Flight Fees / United Parcel Service	82,000.00				\$82,000.00
Total 363.80 Non-Scheduled Flight Fees	243,000.00				\$243,000.00
363.87 Building Rentals					\$0.00
7004-363.87-02 Building Rentals / Airport Gift Shop	125,000.00				\$125,000.00
7004-363.87-10 Building Rentals / Avis Rent a Car	234,000.00				\$234,000.00
7004-363.87-11 Building Rentals / Budget Rent A Car	100,000.00				\$100,000.00
7004-363.87-12 Building Rentals / Hertz Rent A Car	385,000.00				\$385,000.00
7004-363.87-13 Building Rentals / National Car Rental	362,000.00				\$362,000.00
7004-363.87-14 Building Rentals / Enterprise Rent A Car	415,000.00				\$415,000.00
7004-363.87-25 Building Rentals / Frontier Airlines	30,000.00				\$30,000.00
7004-363.87-26 Building Rentals / Frontier Airlines (Jetwy)	8,500.00				\$8,500.00
7004-363.87-27 Building Rentals / The Landline Company	1,963.00				\$1,963.00
7004-363.87-31 Building Rentals / ALLEGIANT AIR	80,000.00				\$80,000.00
7004-363.87-32 Building Rentals / ALLEGIANT AIR (JETWAY)	18,000.00				\$18,000.00
7004-363.87-34 Building Rentals / American Airlines	90,000.00				\$90,000.00
7004-363.87-35 Building Rentals / American Airlines (Jetway)	36,000.00				\$36,000.00
7004-363.87-40 Building Rentals / FAA Airways Facility	15,960.00				\$15,960.00
7004-363.87-47 Building Rentals / NorthStar Insurance	20,851.00				\$20,851.00
7004-363.87-51 Building Rentals / ARINC (Aeronautical Radio)	1,892.00				\$1,892.00
7004-363.87-57 Building Rentals / United Airlines	105,000.00				\$105,000.00
7004-363.87-58 Building Rentals / United Airlines-Jetway	36,000.00				\$36,000.00
7004-363.87-59 Building Rentals / TSA - West Terminal	50,424.00				\$50,424.00
7004-363.87-60 Building Rentals / Roger Tidd	1,813.00				\$1,813.00
7004-363.87-61 Building Rentals / Jetway - Misc Airlines	1,000.00				\$1,000.00
7004-363.87-66 Building Rentals / Spectrum Aeromed	39,764.00				\$39,764.00
7004-363.87-67 Building Rentals / Integrated Commercial Sol	0.00				\$0.00
7004-363.87-70 Building Rentals / Delta Air Lines	160,000.00				\$160,000.00
7004-363.87-71 Building Rentals / Delta Air Lines (Jetway)	6,000.00				\$6,000.00
7004-363.87-72 Building Rentals / CBM-Sky Dine Service	285,000.00				\$285,000.00
7004-363.87-75 Building Rentals / 1954 Investment Group Inc	14,725.00				\$14,725.00
7004-363.87-78 Building Rentals / Passur Aerospace	0.00				\$0.00
7004-363.87-80 Building Rentals / Altig	0.00				\$0.00
7004-363.87-81 Building Rentals / ND American Legion Aux	5,214.00				\$5,214.00
7004-363.87-82 Building Rentals / Meadowlark Logistics	28,147.00				\$28,147.00
7004-363.87-84 Building Rentals / Voxtelesys	0.00				\$0.00

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7004-363.87-86 Building Rentals / American Legion Post #2	4,612.00				\$4,612.00
7004-363.87-88 Building Rentals / Cogi, Inc.	0.00				\$0.00
7004-363.87-89 Building Rentals / Gavilon Grain LLC	0.00				\$0.00
7004-363.87-90 Building Rentals / United Parcel Service	0.00				\$0.00
7004-363.87-91 Building Rentals / Bucks Trading Co.	6,799.00				\$6,799.00
Total 363.87 Building Rentals	2,668,664.00				\$2,668,664.00
363.90 Rental of Expansion Area					\$0.00
7004-363.90-00 Rental Fees / Rental of Expansion Area	250,000.00				\$250,000.00
7004-363.90-01 Rental of Expansion Area / MDC Inc.	43,160.00				\$43,160.00
7004-363.90-02 Rental of Expansion Area / Auto-Bahn	2,370.00				\$2,370.00
7004-363.90-03 Rental of Expansion Area / Bernie Ness	662.75				\$662.75
7004-363.90-04 Rental of Expansion Area / Enterprise	605.00				\$605.00
7004-363.90-06 Rental of Expansion Area / Cass County	48,133.00				\$48,133.00
7004-363.90-07 Rental of Expansion Area / UPS	55,182.00				\$55,182.00
7004-363.90-08 Rental of Expansion Area / BE Airport Property	10,241.00				\$10,241.00
7004-363.90-09 Rental of Expansion Area / MDC Fargo 2 - Corporate Air	15,632.00				\$15,632.00
Total 363.90 Rental of Expansion Area	425,985.75				\$425,985.75
7004-363.88-01 Land Transport Facilities / SP Plus	6,700,000.00				\$6,700,000.00
7004-363.91-01 Operating Revenues / Foreign-Trade Zone Fees		20,000.00			\$20,000.00
Total 363.00 Rental Fees	11,124,456.43	20,000.00			\$11,144,456.43
Total 360 Miscellaneous Revenue	11,909,456.43	60,000.00	5,000.00	270,000.00	\$12,244,456.43
370.00 Miscellaneous Income					\$0.00
7004-370.10-00 Miscellaneous / Miscellaneous	500.00				\$500.00
7004-370.10-01 Miscellaneous / Employee Parking	24,000.00				\$24,000.00
7004-370.10-02 Miscellaneous/Landline Boarding Fees	12,000.00				\$12,000.00
7004-370.10-03 Miscellaneous / Advertising	50,000.00				\$50,000.00
7004-370.10-04 Miscellaneous / Vending Commisions	9,000.00				\$9,000.00
7004-370.10-06 Miscellaneous / Reimbursements	0.00				\$0.00
7004-370.10-07 Miscellaneous / Card Key Deposits	22,000.00				\$22,000.00
7004-370.10-09 Miscellaneous / Reimbursement-Utilities	48,000.00				\$48,000.00
Total 370.00 Miscellaneous Income	165,500.00				\$165,500.00
390 Transfer					\$0.00
391.00 Transfer In					\$0.00
7004-391.50-00 Transfer In / Enterprise Funds		2,305,000.00		40,000,000.00	\$42,305,000.00
Total 391.00 Transfer In		2,305,000.00		40,000,000.00	\$42,305,000.00
395.00 Operating Revenues					\$0.00

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7004-395.10-50 Operating Revenues / Passenger Facility Charge			2,300,000.00		\$2,300,000.00
7004-395.20-06 Miscellaneous / State/Airline Tax Share		55,000.00			\$55,000.00
7005-395.10-00 Operating Revenues / Operating Revenues	1,312,566.00				\$1,312,566.00
7007-395.10-00 Operating Revenues / Operating Revenue	488,246.00				\$488,246.00
Total 395.00 Operating Revenues	1,800,812.00	55,000.00	2,300,000.00		\$4,155,812.00
396.00 Non Operating					\$0.00
7004-396.12-00 Non Operating / Property Taxes		1,526,258.00			\$1,526,258.00
Total 396.00 Non Operating		1,526,258.00			\$1,526,258.00
Total 390 Transfer	1,800,812.00	3,886,258.00	2,300,000.00	40,000,000.00	\$47,987,070.00
Total Income	\$13,875,768.43	\$37,320,816.00	\$2,305,000.00	\$40,270,000.00	\$93,771,584.43
GROSS PROFIT	\$13,875,768.43	\$37,320,816.00	\$2,305,000.00	\$40,270,000.00	\$93,771,584.43
Expenses					
493.11 Salaries					\$0.00
7004-493.11 Airport					\$0.00
7004-493.11-00 Public Airport / Full Time Staff	1,768,706.00				\$1,768,706.00
7004-493.11-01 Full Time Staff / Full Time - Overtime	240,000.00				\$240,000.00
7004-493.11-02 Full Time Staff / Full Time Banked Sick	25,000.00				\$25,000.00
7004-493.11-05 Full Time Staff / OT Airfield Operations	0.00				\$0.00
7004-493.14-00 Public Airport / Temporary/Seasonal	130,000.00				\$130,000.00
7004-493.14-01 Temporary/Seasonal / PartTime Seasonal OT	16,000.00				\$16,000.00
Total 7004-493.11 Airport	2,179,706.00				\$2,179,706.00
7005-493.11 Fire					\$0.00
7005-493.11-00 Full-Time Staff	710,000.00				\$710,000.00
7005-493.11-01 Full Time Staff - Full Time - Overtime	30,000.00				\$30,000.00
7005-493.11-05 OT Airfield Operations	10,000.00				\$10,000.00
7005-493.14-00 Public Airport / Temporary /Seasonal	0.00				\$0.00
7005-493.14-01 Temporary/Seasonal / Temporary/Seasonal OT	0.00				\$0.00
Total 7005-493.11 Fire	750,000.00				\$750,000.00
7007-493.11 Police					\$0.00
7007-493.11-00 Public Airport Full Time Staff	488,246.00				\$488,246.00
Total 7007-493.11 Police	488,246.00				\$488,246.00
Total 493.11 Salaries	3,417,952.00				\$3,417,952.00
493.20 Employee Benefits					\$0.00
7004-493.20 Airport					\$0.00
7004-493.20-01 Employee Benefits / Health Insurance	156,263.00				\$156,263.00
7004-493.20-03 Employee Benefits / Dental Insurance	10,000.00				\$10,000.00
7004-493.20-04 Employee Benefits / Long Term Disability	6,000.00				\$6,000.00

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7004-493.20-05 Employee Benefits / Auto Allowance	2,000.00				\$2,000.00
7004-493.21-01 Employee Benefits / FICA 6.2%	102,000.00				\$102,000.00
7004-493.21-02 Employee Benefits / Medicare 1.45%	26,000.00				\$26,000.00
7004-493.22-04 Pension Benefits / NDPERS Pension	107,000.00				\$107,000.00
7004-493.24-00 Public Airport / Unemployment Compensation	10,000.00				\$10,000.00
7004-493.25-00 Public Airport / Workers Compensation	14,000.00				\$14,000.00
Total 7004-493.20 Airport	433,263.00				\$433,263.00
7005-493.20 Fire					\$0.00
7005-493.20-01 Employee Benefits - Health Insurance	127,866.00				\$127,866.00
7005-493.20-03 Employee Benefits - Dental Insurance	5,000.00				\$5,000.00
7005-493.20-04 Employee Benefits - Long Term Disability	3,000.00				\$3,000.00
7005-493.21-01 Employee Benefits - FICA 6.2%	53,000.00				\$53,000.00
7005-493.21-02 Employee Benefits - Medicare 1.45%	13,000.00				\$13,000.00
7005-493.22-04 Pension Benefits - NDPERS Pension	70,000.00				\$70,000.00
7005-493.24-00 Public Airport/Unemployment Compensation	1,500.00				\$1,500.00
7005-493.25-00 Public Airport - Workers Compensation	20,000.00				\$20,000.00
Total 7005-493.20 Fire	293,366.00				\$293,366.00
Total 493.20 Employee Benefits	726,629.00				\$726,629.00
493.33 Other Services					\$0.00
7004-493.33 Other Services Airport					\$0.00
7004-493.33-05 Other Services / Engineering Services	25,000.00	500,000.00			\$525,000.00
7004-493.33-06 Other Services / Quality Testing	10,000.00	5,000.00		15,000.00	\$30,000.00
7004-493.33-10 Other Services / Architectural Services	25,000.00	0.00		4,000,000.00	\$4,025,000.00
7004-493.33-15 Other Services / Planning Services	25,000.00	15,000.00			\$40,000.00
7004-493.33-20 Other Services / Accounting Services	32,000.00	10,000.00			\$42,000.00
7004-493.33-25 Other Services / Legal Services	70,000.00	2,000.00			\$72,000.00
7004-493.33-80 Other Services / Security Services	500,000.00				\$500,000.00
7004-493.38-85 Other Services / Parking Management	906,000.00				\$906,000.00
7004-493.38-90 Other Services / Warranty Expense	10,203.00				\$10,203.00
7004-493.38-91 Other Service / Software Expense	14,841.60				\$14,841.60
7004-493.38-94 Other Services / Foreign Trade Zone		5,000.00			\$5,000.00
7004-493.38-99 Other Services / Other Services	165,000.00	130,000.00			\$295,000.00
Total 7004-493.33 Other Services Airport	1,783,044.60	667,000.00		4,015,000.00	\$6,465,044.60
7005-493.33 Other Services Fire					\$0.00
7005-493.38-05 Other Services - Repair Services	30,000.00				\$30,000.00
7005-493.38-99 Other Services - Other Services	10,000.00				\$10,000.00
Total 7005-493.33 Other Services Fire	40,000.00				\$40,000.00
7006-493.33 Other Services					\$0.00

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7006-493.33-05 Other Services / Engineering Services		2,636,000.00			\$2,636,000.00
7006-493.33-06 Other Services / Quality Testing		15,000.00			\$15,000.00
7006-493.33-10 Other Services / Architectural		2,000,000.00			\$2,000,000.00
7006-493.33-20 Other Services / Accounting Services		5,000.00			\$5,000.00
7006-493.38-99 Other Services -Other Services		5,000.00			\$5,000.00
Total 7006-493.33 Other Services		4,661,000.00			\$4,661,000.00
Total 493.33 Other Services	1,823,044.60	5,328,000.00		4,015,000.00	\$11,166,044.60
493.41 Utility Services					\$0.00
7004-493.41-05 Utility Services / Water and Sewer	40,000.00				\$40,000.00
Total 493.41 Utility Services	40,000.00				\$40,000.00
493.42 Cleaning Services					\$0.00
7004-493.42-05 Cleaning Services / Custodial Services	7,500.00				\$7,500.00
7004-493.42-15 Cleaning Services / Garbage Pickup	12,000.00				\$12,000.00
7004-493.42-20 Cleaning Services / Snow Clearing	65,000.00				\$65,000.00
7005-493.42-05 Cleaning Services / Custodial Services	0.00				\$0.00
Total 493.42 Cleaning Services	84,500.00				\$84,500.00
493.43 Repairs & Maintenance					\$0.00
7004-493.43 R&M Airport					\$0.00
7004-493.43-10 Repair and Maintenance / Building Repairs	225,000.00				\$225,000.00
7004-493.43-20 Repair and Maintenance / General Equipment Repair	135,000.00				\$135,000.00
7004-493.43-21 Repair & Maintenance / Computer Equipment Repair	3,000.00				\$3,000.00
7004-493.43-27 Repair and Maintenance / CARES	0.00				\$0.00
7004-493.43-50 Repair and Maintenance / Maintenance Service Cont.	86,000.00				\$86,000.00
7004-493.43-90 Repair and Maintenance / Other Repairs	150,000.00	530,000.00			\$680,000.00
Total 7004-493.43 R&M Airport	599,000.00	530,000.00			\$1,129,000.00
7005-493.43 R&M Fire					\$0.00
7005-493.43-20 Repair and Maintenance - General Equipment Repair	55,000.00				\$55,000.00
Total 7005-493.43 R&M Fire	55,000.00				\$55,000.00
Total 493.43 Repairs & Maintenance	654,000.00	530,000.00			\$1,184,000.00
493.44 Rentals					\$0.00
7004-493.44-20 Rentals / Equipment & Vehicle Rent	12,000.00				\$12,000.00
Total 493.44 Rentals	12,000.00				\$12,000.00
493.52 Insurance					\$0.00

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7004-493.52 Insurance Airport					\$0.00
7004-493.52-10 Insurance / Property Insurance	90,000.00	100,000.00			\$190,000.00
7004-493.52-20 Insurance / Automobile Liability	12,000.00				\$12,000.00
7004-493.52-30 Insurance / General Liability	86,000.00				\$86,000.00
Total 7004-493.52 Insurance Airport	188,000.00	100,000.00			\$288,000.00
7005-493.52 Insurance Fire					\$0.00
7005-493.52-20 Insurance - Automobile Liability	4,500.00				\$4,500.00
Total 7005-493.52 Insurance Fire	4,500.00				\$4,500.00
Total 493.52 Insurance	192,500.00	100,000.00			\$292,500.00
493.53 Communications					\$0.00
7004-493.53 Communications Airport					\$0.00
7004-493.53-10 Communications / Regular Phone Service	3,200.00				\$3,200.00
7004-493.53-20 Communications / Cellular Phone Service	1,000.00				\$1,000.00
7004-493.53-30 Communications / Radio Systems	1,000.00				\$1,000.00
7004-493.53-60 Communications / Other Communications	3,000.00				\$3,000.00
Total 7004-493.53 Communications Airport	8,200.00				\$8,200.00
7005-493.53 Communications Fire					\$0.00
7005-493.53-10 Communications - Regular Phone Service	1,500.00				\$1,500.00
Total 7005-493.53 Communications Fire	1,500.00				\$1,500.00
Total 493.53 Communications	9,700.00				\$9,700.00
493.54 Advertising & Printing					\$0.00
7004-493.54 A&P Airport					\$0.00
7004-493.54-10 Advertising / Legal Publications	2,000.00				\$2,000.00
7004-493.54-40 Advertising / Other Communications	2,000.00				\$2,000.00
7004-493.55-10 Printing & Publishing / Custom Printed Forms	1,000.00				\$1,000.00
7004-493.55-30 Printing & Publishing / Printing, Binding, Rep.	300.00				\$300.00
Total 7004-493.54 A&P Airport	5,300.00				\$5,300.00
Total 493.54 Advertising & Printing	5,300.00				\$5,300.00
493.56 Travel & Education					\$0.00
7004-493.56 Travel & Education Airport					\$0.00
7004-493.56-60 In State Travel / In State Travel Expense	2,000.00				\$2,000.00
7004-493.57-60 Out of State Travel / Out of State Travel Exp	35,000.00				\$35,000.00
7004-493.59-10 Education / Due & Membership Instate	3,500.00				\$3,500.00
7004-493.59-11 Education / Dues /Membership Outstate	25,000.00				\$25,000.00
7004-493.59-20 Education / Seminar & Conf. Instate	3,500.00				\$3,500.00
7004-493.59-21 Education / Seminar & Conf. Outstate	13,000.00				\$13,000.00
7004-493.59-30 Education / Reference Materials	5,000.00				\$5,000.00

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Total 7004-493.56 Travel & Education Airport	87,000.00				\$87,000.00
7005-493.56 Travel & Education Fire					\$0.00
7005-493.56-60 In State Travel - In State Travel Expense	1,500.00				\$1,500.00
7005-493.57-60 Out of State Travel - Out of State Travel Exp	12,000.00				\$12,000.00
7005-493.59-11 Education - Dues /Membership Outstate	3,500.00				\$3,500.00
7005-493.59-20 Education - Seminar & Conf. Instate	3,500.00				\$3,500.00
7005-493.59-21 Education - Seminar & Conf. Outstate	4,200.00				\$4,200.00
7005-493.59-30 Education / Reference Materials	2,500.00				\$2,500.00
Total 7005-493.56 Travel & Education Fire	27,200.00				\$27,200.00
Total 493.56 Travel & Education	114,200.00				\$114,200.00
493.61 General Supplies					\$0.00
7004-493.61 General Supplies Airport					\$0.00
7004-493.61-10 General Supplies / Office Supplies	3,000.00				\$3,000.00
7004-493.61-20 General Supplies / Medical Supplies	1,000.00				\$1,000.00
7004-493.61-40 General Supplies / General Supplies	475,000.00				\$475,000.00
7004-493.61-45 General Supplies / Janitorial Supplies	125,000.00				\$125,000.00
7004-493.61-50 General Supplies / Postage	2,000.00				\$2,000.00
Total 7004-493.61 General Supplies Airport	606,000.00				\$606,000.00
7005-493.61 General Supplies Fire					\$0.00
7005-493.61-10 General Supplies - Office Supplies	1,800.00				\$1,800.00
7005-493.61-20 General Supplies - Medical Supplies	500.00				\$500.00
7005-493.61-40 General Supplies - General Supplies	15,000.00				\$15,000.00
7005-493.61-45 General Supplies - Janitorial Supplies	2,700.00				\$2,700.00
7005-493.61-50 General Supplies - Postage	100.00				\$100.00
Total 7005-493.61 General Supplies Fire	20,100.00				\$20,100.00
Total 493.61 General Supplies	626,100.00				\$626,100.00
493.62 Energy					\$0.00
7004-493.62 Energy Airport					\$0.00
7004-493.62-10 Energy / Gasoline	20,000.00				\$20,000.00
7004-493.62-11 Energy / Diesel Fuel	110,000.00				\$110,000.00
7004-493.62-50 Energy / Natural Gas	130,000.00				\$130,000.00
7004-493.62-51 Energy / Electricity	475,000.00				\$475,000.00
7004-493.62-53 Energy / Heating Oil	10,000.00				\$10,000.00
Total 7004-493.62 Energy Airport	745,000.00				\$745,000.00
7005-493.62 Energy Fire					\$0.00
7005-493.62-10 Energy - Gasoline	1,000.00				\$1,000.00
7005-493.62-11 Energy Diesel Fuel	6,000.00				\$6,000.00

Municipal Airport Authority of the City of Fargo, North Dakota

Budget Overview: 2024 Budget - FY24 P&L Classes

January - December 2024

	561 MUNICIPAL AIRPORT	563 AIRPORT CONSTRUCTION	564 PASSENGER FACILITY CHARGE	569 PARKING MAINTENANCE AND IMPROVEMENTS	TOTAL
7005-493.62-52 Energy / Propane	400.00				\$400.00
Total 7005-493.62 Energy Fire	7,400.00				\$7,400.00
Total 493.62 Energy	752,400.00				\$752,400.00
493.64 Miscellaneous Expense					\$0.00
493.65 Chemicals					\$0.00
7004-493.65-50 Chemicals / Salt / Gravel / Salt for Roads	140,000.00				\$140,000.00
7004-493.65-60 Chemicals / Salt / Gravel / Gravel & Aggregate	21,000.00				\$21,000.00
Total 493.65 Chemicals	161,000.00				\$161,000.00
7004-493.64 Clothing Airport					\$0.00
7004-493.64-10 Clothing / Uniforms / Clothing	10,000.00				\$10,000.00
Total 7004-493.64 Clothing Airport	10,000.00				\$10,000.00
7004-493.68-10 Miscellaneous	2,500.00				\$2,500.00
7005-493.64 Clothing Fire					\$0.00
7005-493.64-10 Clothing - Uniforms / Clothing	6,500.00				\$6,500.00
Total 7005-493.64 Clothing Fire	6,500.00				\$6,500.00
Total 493.64 Miscellaneous Expense	180,000.00				\$180,000.00
493.72 Capital Outlay					\$0.00
7004-493.72 Buildings/Improvements					\$0.00
7004-493.72-20 Buildings / Building Remodeling	65,000.00				\$65,000.00
7004-493.72-30 Buildings / New Construction		5,067,807.00		36,000,000.00	\$41,067,807.00
7004-493.73-20 Site Improvements	50,000.00	901,000.00			\$951,000.00
Total 7004-493.72 Buildings/Improvements	115,000.00	5,968,807.00		36,000,000.00	\$42,083,807.00
7004-493.74 Capital Outlay Airport					\$0.00
7004-493.74-10 Capital Outlay / Machinery & Equipment	2,100,000.00				\$2,100,000.00
7004-493.74-11 Capital Outlay / Computer Equipment	7,000.00				\$7,000.00
7004-493.74-12 Capital Outlay / Computer Software	10,000.00				\$10,000.00
7004-493.74-20 Capital Outlay / Vehicles	35,000.00				\$35,000.00
7004-493.74-30 Capital Outlay / Furniture & Fixtures	15,000.00				\$15,000.00
7004-493.74-50 Capital Outlay / General Capital Outlay	100,000.00				\$100,000.00
Total 7004-493.74 Capital Outlay Airport	2,267,000.00				\$2,267,000.00
7005-493.74 Capital Outlay Fire					\$0.00
7005-493.74-10 Capital Outlay / Machinery & Equipment	20,000.00				\$20,000.00
7005-493.74-11 Capital Outlay / Computer Equipment	3,000.00				\$3,000.00
7005-493.74-30 Capital Outlay / Furniture & Fixtures	5,000.00				\$5,000.00
7005-493.74-50 Capital Outlay / General Capital Outlay	50,000.00				\$50,000.00
Total 7005-493.74 Capital Outlay Fire	78,000.00				\$78,000.00
7006-493.72-30 Buildings /New Construction		33,945,227.00			\$33,945,227.00

Municipal Airport Authority of the City of Fargo, North Dakota

Budget Overview: 2024 Budget - FY24 P&L Classes

January - December 2024

	561 MUNICIPAL AIRPORT	563 AIRPORT CONSTRUCTION	564 PASSENGER FACILITY CHARGE	569 PARKING MAINTENANCE AND IMPROVEMENTS	TOTAL
Total 493.72 Capital Outlay	2,460,000.00	39,914,034.00		36,000,000.00	\$78,374,034.00
493.80 Special Assessments/DrainTaxes/Property Taxes					\$0.00
7004-493.80-12 Special Assessments Principal	100,000.00				\$100,000.00
Total 493.80 Special Assessments/DrainTaxes/Property Taxes	100,000.00				\$100,000.00
493.90-50 Transfers					\$0.00
7004-493.90-50 To Enterprise Fund			2,305,000.00		\$2,305,000.00
Total 493.90-50 Transfers			2,305,000.00		\$2,305,000.00
7004-493.34 Technical Services Airport					\$0.00
7004-493.34-10 Technical Services / Communication	22,000.00				\$22,000.00
7004-493.34-15 Technical Services / Computer Services	45,000.00				\$45,000.00
7004-493.34-20 Technical Services / Marketing / Public Relat.	16,000.00				\$16,000.00
7004-493.34-30 Technical Services / Payroll Services	44,000.00				\$44,000.00
7004-493.34-35 Technical Services / Banking Services	2,000.00				\$2,000.00
Total 7004-493.34 Technical Services Airport	129,000.00				\$129,000.00
7005-493.34 Technical Services Fire					\$0.00
7005-493.34-10 Technical Services - Communication	3,000.00				\$3,000.00
7005-493.34-15 Technical Services - Computer Services	4,000.00				\$4,000.00
7005-493.34-30 Technical Services - Payroll Service	22,000.00				\$22,000.00
Total 7005-493.34 Technical Services Fire	29,000.00				\$29,000.00
Total Expenses	\$11,356,325.60	\$45,872,034.00	\$2,305,000.00	\$40,015,000.00	\$99,548,359.60
NET OPERATING INCOME	\$2,519,442.83	\$ -8,551,218.00	\$0.00	\$255,000.00	\$ -5,776,775.17
NET INCOME	\$2,519,442.83	\$ -8,551,218.00	\$0.00	\$255,000.00	\$ -5,776,775.17

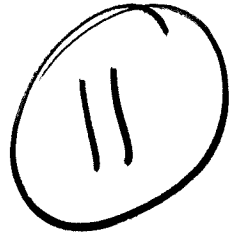
LOG IN/JOIN

CR CA

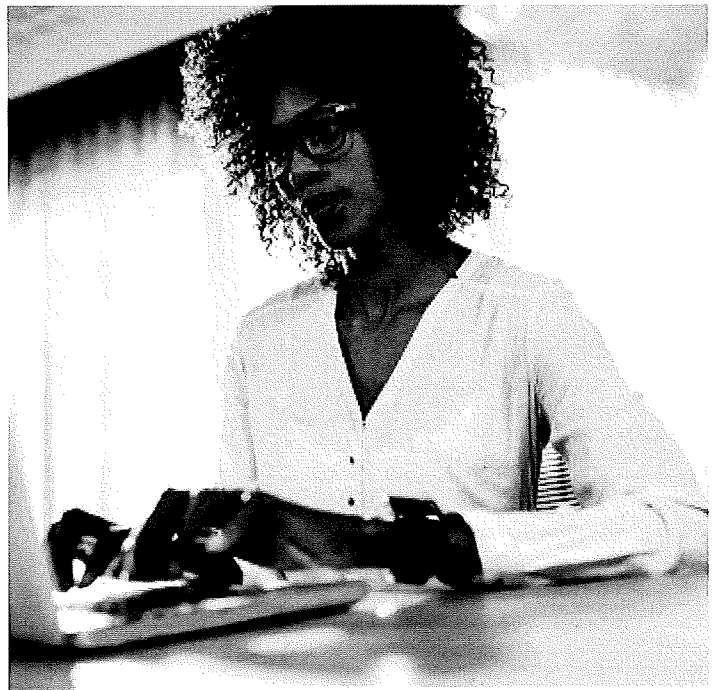
F. RUSSELL HOYT

NATIONAL AIRPORTS CONFERENCE (NAC)

SEPTEMBER 10-12, 2023 | SPOKANE, WA



The 2023 F. Russell Hoyt National Airports Conference (NAC) will be held in Spokane, Washington, from September 10-12. This year's theme is **Building Beyond Barriers**. We hope to see you there!

[ABOUT](#)

REGISTRATION

You acknowledge that in registering for and attending this AAAE event, you agree to adhere to the cancellation policy noted below, AAAE's Duty of Care, and AAAE's Code of Conduct and Terms and Conditions.

REGISTRATION FEES (in U.S. funds drawn on a U.S. bank)

Registration fees include a welcome reception, two continental breakfast, two lunches, evening event, refreshment breaks and handouts.

	EARLY BIRD	REGULAR
	as of July 28, 2023	After July 28, 2023
AAAE Member	\$700	\$800
Non-Member	\$850	\$950

If you are not seeing the correct pricing appear for your member type, please contact member.services@aaae.org to complete your registration for this event.

REGISTER ONLINE NOW

CANCELLATION POLICY

Registrations, cancellations and refund requests must be submitted in writing. All cancellation requests for registrations received on or before Friday, August 25, 2023, are subject to a \$125 cancellation processing fee; approved refunds will be processed after the meeting takes place. There will be no refunds of any kind after this date. Cancellations with outstanding invoices received within two weeks of the start of the conference, will require full payment on the

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AGENDA

Subject to change. All sessions are listed in Pacific Time (PT), and will be hosted at the Davenport Grand Hotel, unless otherwise noted.

Sep 10

Sep 11

Sep 12

[View Full Agenda](#)

SESSION TITLE

CONTAINS

SPEAKER NAME

CONTAINS

SESSION DATE/DATES

9/10/2023



BETWEEN

and

9/12/2023



Find

Sessions

SUNDAY, SEPTEMBER 10

3:00 PM - 4:15 PM

Committee Meetings



Sessions

SUNDAY, SEPTEMBER 10

3:00 PM - 7:00 PM

Registration

SUNDAY, SEPTEMBER 10

4:45 PM - 5:15 PM

NAC Committee Meeting

SUNDAY, SEPTEMBER 10

5:15 PM - 6:00 PM

Newcomers' Reception

SUNDAY, SEPTEMBER 10

6:00 PM - 7:00 PM

Welcome Reception

MONDAY, SEPTEMBER 11

7:30 AM - 8:45 AM

Committee Meeting

MONDAY, SEPTEMBER 11

7:30 AM - 4:45 PM

Registration

MONDAY, SEPTEMBER 11

7:45 AM - 9:00 AM

Continental Breakfast with Exhibitors



Sessions

MONDAY, SEPTEMBER 11

9:00 AM - 9:30 AM

Conference Welcome and Opening Remarks

MONDAY, SEPTEMBER 11

9:30 AM - 10:30 AM

State of the Industry

MONDAY, SEPTEMBER 11

11:00 AM - 11:30 AM

Refreshment Break with Exhibitors

MONDAY, SEPTEMBER 11

11:00 AM - 12:15 PM

Airport Emergencies & Response Plans: Best Case Studies & Methods for Engaging and Sharing Plans with Airport Stakeholders

MONDAY, SEPTEMBER 11

11:00 AM - 12:15 PM

Current Trends and Considerations for Organizational Strategic Planning

MONDAY, SEPTEMBER 11

12:30 PM - 2:00 PM

Keynote Luncheon with Tim Burke

Sessions

MONDAY, SEPTEMBER 11

2:10 PM - 3:25 PM

DE&I and Young Professionals: Why Fostering Sense of Belonging is Important to the Up-and-Coming Generation

MONDAY, SEPTEMBER 11

2:10 PM - 3:25 PM

Improving Airfield Safety through Airport Safety Management Systems: Best Practices and Lessons Learned

MONDAY, SEPTEMBER 11

3:25 PM - 3:45 PM

Refreshment Break with Exhibitors

MONDAY, SEPTEMBER 11

3:45 PM - 4:45 PM

FAA Reauthorization: Looking Forward

MONDAY, SEPTEMBER 11

6:30 PM - 8:30 PM

Monday Night Event

TUESDAY, SEPTEMBER 12

8:00 AM - 9:00 AM

Committee Meetings

TUESDAY, SEPTEMBER 12

8:00 AM - 9:00 AM

Sessions

Continental Breakfast with Exhibitors

TUESDAY, SEPTEMBER 12

8:00 AM - 5:00 PM

Registration

TUESDAY, SEPTEMBER 12

9:00 AM - 10:00 AM

Future of Connectivity

TUESDAY, SEPTEMBER 12

10:00 AM - 11:00 AM

Building a Winning Team: Innovative Approaches to Recruitment, Retention, and Succession Planning

TUESDAY, SEPTEMBER 12

11:00 AM - 11:30 AM

Refreshment Break with Exhibitors

TUESDAY, SEPTEMBER 12

11:30 AM - 12:45 PM

The Think Tank Approach to Solving the Workforce Brain Drain

TUESDAY, SEPTEMBER 12

11:30 AM - 12:45 PM

TIFIA 101: Why Should Airports Consider TIFIA?



Sessions

TUESDAY, SEPTEMBER 12

12:45 PM - 2:00 PM

Keynote Luncheon

TUESDAY, SEPTEMBER 12

2:25 PM - 3:40 PM

Roundtable: Small/Non Hub

TUESDAY, SEPTEMBER 12

2:25 PM - 3:45 PM

Roundtable: General Aviation (GA)

TUESDAY, SEPTEMBER 12

2:25 PM - 3:45 PM

Roundtable: Large and Medium Hub

TUESDAY, SEPTEMBER 12

3:40 PM - 4:00 PM

Refreshment Break with Exhibitors

TUESDAY, SEPTEMBER 12

4:00 PM - 5:00 PM

Tackling Unfunded Mandates

CODE OF CONDUCT

shawn

From: FAA Civil Rights Connect <faa@civilrightsconnect.com>
Sent: Wednesday, June 14, 2023 8:27 AM
To: shawn
Subject: FAA: FAR Part 26/DBE FY 24-26 Goal Approved

12

FAA Civil Rights Connect

FAR Part 26/DBE FY 24-26 Goal Approved

The Part 26/DBE FY 24-26 Goal for **Hector International** has been **Approved** by Nancy Cibic.

FAA Civil Rights Connect System

Web Access: <https://FAA.CivilRightsConnect.com/>

Customer Support: <https://FAA.CivilRightsConnect.com/FAA/RequestSupport.asp>

Please take a few moments to provide feedback on the assistance you received at:

<https://tcdcapps.tc.faa.gov/production/civilrightsfb.nsf/>.

**Public Notice of
Fiscal Years 2024-2026 FAA DBE Goal for the
Hector International Airport**

Goal-setting for Disadvantaged Business Enterprises (DBEs) with capabilities in the transportation industry is required by 49 Code of Federal Regulations Part 26. The following goal is applicable for the 2024-2026 federal fiscal years (October 1, 2023 through September 30, 2026)

2024-2026 FEDERAL AVIATION ADMINISTRATION DBE GOAL: 3.43 PERCENT

This goal represents the percentage of work to be accomplished by DBE prime contractors, subcontractors, consultants, vendors, and material suppliers for professional services, construction, and procurement contracts on federal-aid airport projects for the Hector International Airport.

The 2024-2026 Goal Setting Methodology can be found at
https://www.fargoairport.com/wp-content/uploads/2023/06/DBE-Goal-Update_0623.pdf

SUBMIT COMMENTS:

Information concerning these goals is available for inspection, from 8 am to 5 pm, at the following location:

Hector International Airport
2801 32nd Ave N
Fargo, ND 58102

Until July 14, 2023, written comments may be submitted to Shawn A. Dobberstein, A.A.E. Executive Director, at the above address or via e-mail at shawn@fargoairport.com.

FY 2024 – FY 2026 DBE GOAL UPDATE

Airport Sponsor: Fargo-Hector International Airport

City/State: P.O. Box 2845
Fargo, ND 58108

Name of Preparer: Adam Dillin, Airport Planner, ND Aeronautics Commission
Shawn Dobberstein, Executive Director, Hector International Airport

Preparer's Phone: (701) 328-9657 – Adam Dillin
(701) 241-1501 – Shawn Dobberstein

Goal Period: October 1, 2023 to September 30, 2026

Overall Goal: 3.43% (3.43% race conscious + 0% race neutral)

OVERALL GOAL:

The overall goal of the Hector International Airport for FY 2024 – FY 2026 is 3.43% of the FAA grant program. We expect \$70,000,000 of which \$2,401,000 will be anticipated with DBE participation in these fiscal years. The Fargo Airport Authority competes for bidders with other public airports and with highway-related work.

METHOD:

Step 1: The North Dakota Department of Transportation determined the availability of DBEs from information supplied by all bidders on prime contracts and subcontracts from April 1, 2019 to March 30, 2020. This information was used to determine the pool of ready, willing, and able DBEs and non-DBEs. There was a total of 264 bidders: 229 non-DBEs and 35 DBEs. A total of 78 consultants bid on consulting projects: 67 non-DBEs and 11 DBEs. A weighted average was developed by determining what percent non-DBEs and DBEs did of both the prime contracting and subcontracting work. This calculation established a base figure for Step 1 of 4.66%.

Description of Calculation Performed - The relative availability was calculated by dividing the number of DBE primes that bid on Asphalt contracts (0) by the number of total prime bidders (60); and multiplying that quotient by the percentage of dollars projected for asphalt work in FY 2021-2023 as compared to overall dollars projected to be spent in FY 2021-2023 and multiplying that by the percent of work paid to primes in 2019-2020 ($\$634,644,331 / \$1,442,388,984 = 43.99\% \times 66.66\% = 29.32\%$).

$$0 \text{ DBE primes} / 60 \text{ total primes} = 0.00\% \times 29.32\% = 0.00\%$$

The relative availability was calculated by dividing the number of DBE primes that bid on Bridge contracts (0) by the number of total prime bidders (20); and multiplying that quotient by the percentage of dollars projected for bridge work in FY 2021-2023 as compared to overall dollars projected to be spent in FY 2021-2023 and multiplying that by the percent of work paid to primes in 2019-2020 ($\$295,652,438 / \$1,442,388,984 = 20.49\% \times 66.66\% = 13.65\%$).

$$0 \text{ DBE primes} / 9 \text{ total primes} = 0.00\% \times 13.65\% = 0.00\%$$

The relative availability was calculated by dividing the number of DBE primes that bid on Concrete contracts (0) by the number of total prime bidders (35); and multiplying that quotient by the percentage of dollars projected for concrete work in FY 2021-2023 as compared to overall dollars projected to be spent in FY 2021-2023 and multiplying that by the percent of work paid to primes in 2019-2020 ($\$87,028,051 / \$1,442,388,984 = 6.03\% \times 66.66\% = 4.01\%$).

$$0 \text{ DBE primes} / 8 \text{ total primes} = 0.00\% \times 4.01\% = 0.00\%$$

The relative availability was calculated by dividing the number of DBE primes that bid on Dirt contracts (1) by the number of total prime bidders (30); and multiplying that quotient by the percentage of dollars projected for dirt work in FY 2021-2023 as compared to overall dollars projected to be spent in FY 2021-2023 and multiplying that by the percent of work paid to primes in 2019-2020 ($\$185,297,017 / \$1,442,388,984 = 12.84\% \times 66.66\% = 8.55\%$).

$$1 \text{ DBE primes} / 30 \text{ total primes} = 3.33\% \times 8.55\% = 0.28\%$$

The relative availability was calculated by dividing the number of DBE primes that bid on Additional Contracting Opportunities contracts (0) by the number of total prime bidders (23); and multiplying that quotient by the percentage of dollars projected for other work in FY 2021-2023 as compared to overall dollars projected to be spent in FY 2021-2023 and multiplying that by the percent of work paid to primes in 2019-2020 ($\$68,282,614 / \$1,442,388,984 = 4.73\% \times 66.66\% = 3.15\%$).

$$0 \text{ DBE primes} / 23 \text{ total primes} = 0.00\% \times 3.15\% = 0.00\%$$

The relative availability was calculated by dividing the number of DBE Consultants that responded to an RFP or were included in a consultants response to an RFP (2) by the number of total consultants (24); and multiplying that by the percentage of dollars projected for consultants in FY 2021-2023 as compared to overall dollars projected to be spent in FY 2021-2023 and multiplying that by the percent of work paid to primes in 2019-2020 ($\$37,570,200 / \$1,442,388,984 = 2.60\% \times 2.32\% = 0.06\%$).

$$2 \text{ DBE consultants} / 24 \text{ total consultants} = 8.33\% \times 0.06\% = 0.004\%$$

The relative availability was calculated by dividing the number of DBE Subcontractors that bid (33) by the number of total subcontractors (183); and multiplying that sum by the percentage of dollars in 2019-2020 (24.30%). This serves as an indicator of the overall total dollars projected to be spent in FY 2021-2023.

$$33 \text{ DBE subcontractors} / 183 \text{ total subcontractors} = 18.03\% \times 24.30\% = 4.38\%$$

Resulting Baseline Goal - The baseline goal for North Dakota is **4.66%**.

$$0.28\% + 0.004\% + 4.38\% = 4.66\%$$

Step 2: We calculated the median participation from the past ten years which came to 2.205%. Averaging 2.205% and 4.66% brings the adjusted base figure to 3.43%.

The median past participation was calculated by sorting the DBE achievements in numerical order and then removing an equal number of entries from the lowest and the highest achievements. The remaining percentages were summed and then divided by the count of the remaining entries.

Fiscal Year	Percent Achieved
2019	0.00%
2022	0.00%
2016	1.50%
2020	1.50%
2021	2.20%
2013	2.21%
2015	2.30%
2018	4.50%
2017	4.70%
2014	7.30%

$$2.20\% + 2.21\% = 4.41\% / 2 = 2.205\% \text{ Median Past Participation}$$

The average of the Step One Base Figure and the median past participation was calculated by adding the Median Past Participation in Step 1 and dividing by two.

$$2.205\% + 4.66\% = 6.865\% / 2 = 3.43\% \text{ Step One Base Figure adjusted for past participation.}$$

ADJUSTMENTS

ND DOT also considered available evidence from related fields that affect the opportunities for DBEs to form, grow, and compete. To determine the effects of discrimination on opportunities for DBEs to get financing, bonding, or insurance, The ND DOT contacted the following:

ND Attorney General's Office
ND Department of Banking and Financial Institutions
ND Department of Commerce
ND Department of Human Services
ND Small Business Development Center
ND Office of Management and Budget

ND University System
Independent Bankers Association

No information was received from these sources. An adjustment based on this evidence was not warranted.

It is estimated that Hector International Airport would achieve 3.43% from race conscious participation and 0% through race neutral measures. This goal will be sent forward to consultation prior to publishing a public notice.

PROCESS

The Hector International Airport submits its overall goal on August 1st of each three-year cycle for all FAA grants that exceed \$250,000. Before establishing the overall goal, the Hector International Airport will consult with the North Dakota Aeronautics Commission and the NDDOT and then utilize the current listing of minority contract associations in the DBE roster (Minority Contractors Association of ND and Minority Association of Contractors) to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the efforts to establish a level playing field for participation of DBEs. The NDDOT web site provides information on the DBE program, goals, and certification.

Following this consultation, and prior to submitting the goal to the operating administration, the Airport will publish a notice of the proposed overall goal, informing the public that the proposed goal and its rationale are available for inspection and comments during normal business hours at the Hector International Airport Authority offices for a period of 30 days following the date of this notice. The notice will be posted on the airport's website at www.fargoairport.com and will include addresses to which comments may be sent and where the proposal may be reviewed. The Airport will begin using the updated overall goal on October 1st of each third year, unless different instructions are received from the FAA or DOT.

BREAKOUT OF ESTIMATED RACE-NEUTRAL AND RACE CONSCIOUS PARTICIPATION:

Hector International Airport will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. The Airport uses the following race-neutral means to increase DBE participation:

1. Advertise program goals.
2. Encourage prime contractors to subcontract portions of their work they would otherwise perform.
3. Provide engineer consultant technical assistance and other services to fill out bids.
4. Ensure prime contractors have lists of potential DBE subcontractors.
5. Inform prime contractors of past DBE participants.

6. Ensure prime contractors have the web address for the ND DOT DBE Directory.
7. Utilize engineer consultants to administer and monitor compliance.

For reporting purposes, race-neutral DBE participation includes but is not necessarily limited to:

1. DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures or through the consultant selection process;
2. DBE participation through a subcontract on a prime contract that does not carry a DBE goal; and
3. DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

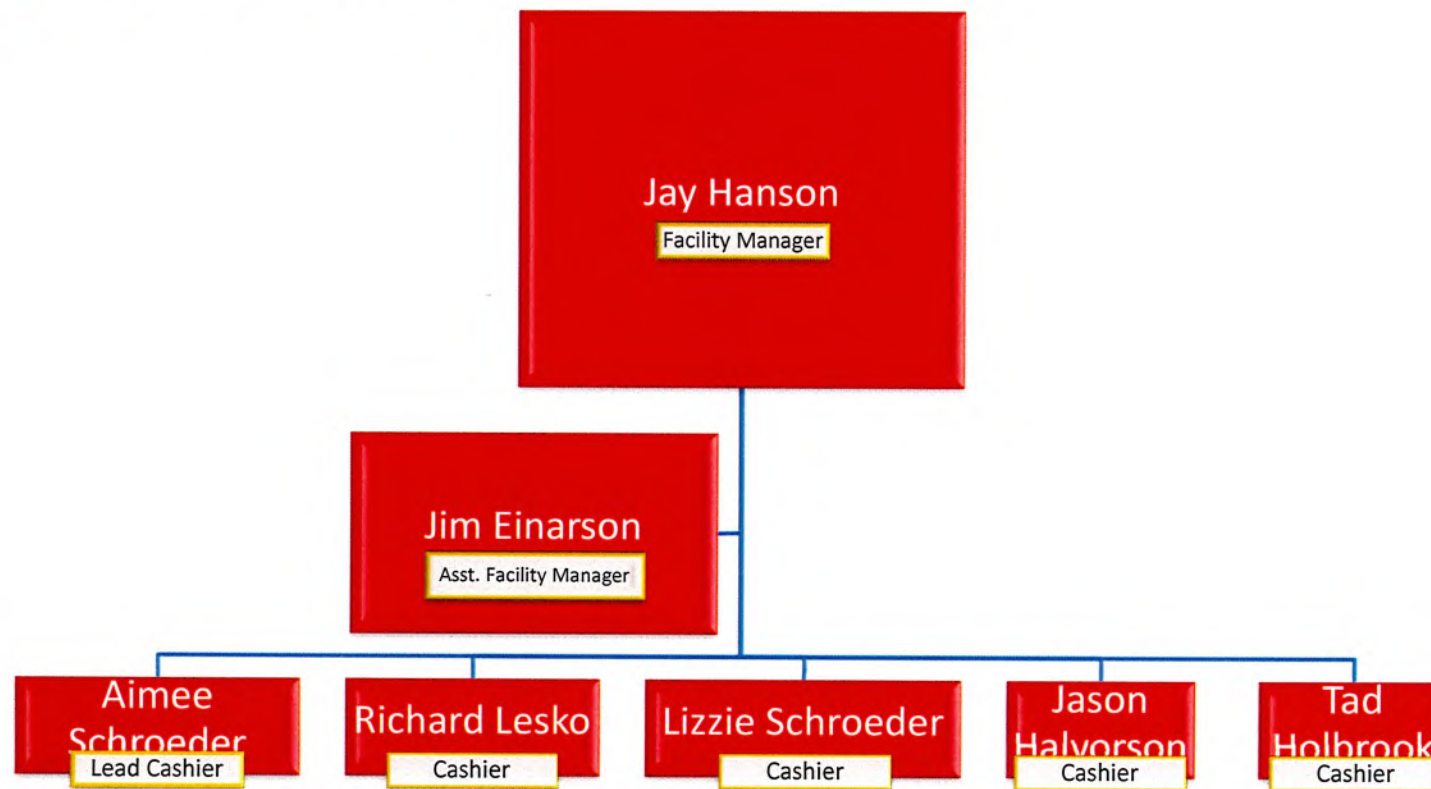
It is estimated that, in meeting the overall goal of 3.43%, Hector International Airport will achieve 3.43% from race-conscious participation and 0% through race-neutral means.

CONTRACT GOALS

The Airport will use contract goals to meet any portion of the overall goal. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of the overall goal that is not projected to be met through the use of race-conscious means.

Contract goals will be established only on those DOT-assisted contracts that have subcontracting possibilities. A contract goal need not be established on every contract. The size of contract goals will be adapted to the circumstances of each such contract (e.g. type and location of work, availability of DBEs to perform the particular type of work).

Contract goals will be expressed as a percentage of the total amount of the DOT-assisted contract.



(1982-84=100)

Change from April to April

	<u>Base</u>	<u>Increase / (Decrease)</u>	<u>% Change</u>
April 2022	268.639		
April 2023	281.927	13.288	4.95%

<u>Management Fee</u>	<u>Monthly</u>	<u>Annual</u>
7/1/22 - 6/30/23	\$ 13,243.48	\$ 158,921.76
7/1/23 - 6/30/24	\$ 13,899.03	\$ 166,788.39

3% Increase Only (7/1/23 - 12/31/23)	\$ 13,640.78	\$ 163,689.41
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Change starting January 1, 2024

<u>Space Count</u>	<u>CY2023</u>	<u>CY2024</u>	<u>Mgmt. Fee Rate/Space</u>
	2131	2494	\$ 6.40

<u>Management Fee</u>	<u>Monthly</u>
1/1/24 - 6/30/24	\$ 15,964.64



HECTOR INTERNATIONAL AIRPORT
SP+ Airport Services
Fiscal Year 2023/2024

[illegible]

1 - SP+ will remain the Merchant of Record for Credit Card Processing and fees shall be deducted from Revenues in addition to Operating Expenses

2024 Revenue Forecast



Hector International Airport		1%		1.5%		1.5%		1.0%		1.0%		1.0%		1.0%	
		January	February	March	April	May	May YTD	June	July	August	September	October	November	December	YTD
2024		\$591,279	\$557,453	\$669,909	\$568,699	\$493,422	\$2,880,763	\$498,356	\$498,356	\$498,356	\$498,356	\$503,340	\$508,373	\$513,457	\$6,399,357
2023 Actuals through May		\$591,279	\$551,934	\$669,909	\$560,295	\$486,130	\$2,859,547	\$490,991	\$490,991	\$490,991	\$490,991	\$495,901	\$500,860	\$505,869	\$6,326,142
Revenue Diff.		\$0	\$5,519	\$0	\$8,404	\$7,292	\$21,216	\$7,365	\$7,365	\$7,365	\$7,365	\$7,439	\$7,513	\$7,588	\$73,215
% Increase/Decrease		0.00%	1.00%	0.00%	1.50%	1.50%	0.74%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1%

		January	February	March	April	May	May YTD	June	July	August	September	October	November	December	YTD
2022 Actuals		\$340,857	\$366,077	\$448,597	\$351,067	\$313,657	\$1,820,255	\$284,816	\$257,785	\$297,317	\$315,361	\$483,220	\$466,438	\$479,617	\$4,404,809
2021 Actuals		\$177,831	\$180,643	\$293,055	\$252,150	\$227,889	\$1,131,568	\$250,709	\$249,700	\$265,285	\$266,944	\$312,497	\$346,021	\$311,982	\$3,134,706
Revenue Diff.		\$163,026	\$185,434	\$155,542	\$98,917	\$85,768	\$688,687	\$34,107	\$8,085	\$32,032	\$48,417	\$170,723	\$120,417	\$167,635	\$539,224
% Increase/Decrease		91.67%	102.65%	53.08%	39.23%	37.64%	60.86%	13.60%	3.24%	12.07%	18.14%	54.63%	34.80%	53.73%	17.2%

Note: Revenue forecast excludes potential revenue collected via reservations (CAVU).

Note: Growth projection applied to applicable months beginning June 2023.

FAR Shuttle Budget



				Dec	Jan	Feb	Mar	Apr	Total
December 1st - March 31st annually (service starts Dec. 15th)				15	31	29	31	16	
	Wages - 122 days/year x \$17.50/hour x 22 hours/day		\$ 46,970	\$ 5,775	\$ 11,935	\$ 11,165	\$ 11,935	\$ 6,160	\$ 46,970
	Payroll Taxes, Workers Comp		\$ 4,791	\$ 589	\$ 1,217	\$ 1,139	\$ 1,217	\$ 628	\$ 4,791
	Holiday		\$ 803	\$ 99	\$ 204	\$ 191	\$ 204	\$ 105	\$ 803
	Overtime	5.0%	\$ 2,349	\$ 289	\$ 597	\$ 558	\$ 597	\$ 308	\$ 2,349
	Uniforms <i>(Added to Uniforms line item)</i>		\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Shuttle Rental	2 x 2600/mo + \$2,500/delivery x 2 trips	\$ 20,600		\$ 7,700	\$ 5,200	\$ 5,200	\$ 2,500	\$ 20,600
	Fuel	\$2,200/month	\$ 7,700		\$ 1,100	\$ 2,200	\$ 2,200	\$ 2,200	\$ 7,700
	Insurance	\$11,304 per bus per year or \$942/month	\$ 7,536		\$ 1,884	\$ 1,884	\$ 1,884	\$ 1,884	\$ 7,536
	R&M		\$ 1,000		\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,000
	Auto Damage		\$ 500		\$ 500	\$ -	\$ -	\$ -	\$ 500
	Supplies		\$ 250		\$ 250	\$ -	\$ -	\$ -	\$ 250
	Recruiting <i>(Added to Recruiting line item)</i>		\$ 1,200		\$ -	\$ -	\$ -	\$ -	\$ -
		Sub-Total Expenses	\$ 94,199		\$ 11,684	\$ 9,534	\$ 9,534	\$ 6,834	
		Sub-Total Expenses / day	\$ 772						
			Cost per pax:	\$ 29.82					
Input Values									
	Holiday Pay	1.71%							
	PR Tax and WC	10.20%							



EMPLOYEE HANDBOOK

JUNE 2023

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Welcome Employee!

On behalf of our colleagues, we welcome you to the Municipal Airport Authority (MAA) and PRO Resources Corporation (hereinafter referred to as the Corporation or Company) and wish you every success here.

We believe that each employee contributes directly to the organization's growth and success, and we hope you take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, for it will answer many questions about employment with the Corporation.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Section 1: Corporate Philosophy and Compliance

PRO Resources Corporation Your Co-Employer

PRO Resources Corporation is proud to have entered into a limited and defined co-employer relationship with the Municipal Airport Authority. (hereinafter “the Worksite Employer or the Authority”). The relationship began on a foundation of strength: a strong team of committed, service-oriented people performing defined roles that play to their strengths. We will build on these strengths through customer focus, teamwork, and empowerment.

In this co-employer relationship, the Worksite Employer continues to be responsible for day-to-day operations of its business and the supervision of the co-employees. As the administrative employer, PRO Resources Corporation is responsible for certain administrative, contractually defined tasks such as administering the Worksite Employer’s payroll, employee benefits, and personnel systems and records. Without having to attend to these time-consuming and costly administrative functions, the Worksite Employer can focus its resources on business and strategic goals. If you have a question concerning your employment as to payroll, employee benefits, personnel systems, or records, you should contact PRO Resources Corporation at 218-847-9277. If you have a question concerning your employment as to working conditions, hours, or any other aspect of your employment, then you should contact your Worksite Employer supervisor. Throughout this handbook, references to the “Company” are intended to: (a) refer to PRO Resources when addressing payroll, employee benefits, and personnel systems and records; and (b) refer to the Worksite Employer when addressing working conditions, hours, or other aspects of your employment.

Nothing in this handbook should be interpreted as creating any legal relationship between PRO Resources Corporation and the Worksite Employer or between PRO Resources Corporation and any employee of the Worksite Employer beyond that created by the service agreement between PRO Resources Corporation and the Worksite Employer. All combined references to PRO Resources Corporation and the Worksite Employer are for administrative convenience only and do not create any legal rights in the Worksite Employer or any employee.

Introductory Statement and Disclaimer

The policies in this Employee Handbook are not intended as a contract of employment and do not constitute one. Employment with the Company is “at will.” This means that either the employee or the Company may terminate the employment relationship at any time with or without cause.

This Employee Handbook replaces and supersedes any and all personnel policies, written or verbal, manuals previously distributed to, made available to, or applied to employees of the Company. The Company may change, delete, suspend, or discontinue any policy or benefit described herein at any time with or without notice. The Company reserves the right to apply any or all of these policies in whole or in part at its discretion as it deems appropriate depending on individual circumstances. The application or non-application of any or all of these policies does not alter or change the Company’s right to apply these policies in whole or in part as it deems appropriate.

This Employee Handbook also includes general information about the benefits program offered by the Company. In the event that a discrepancy exists between information contained in this Employee Handbook vs. the official plan documents, provisions of the official plan documents will govern. The

Company reserves the right to interpret, modify, or discontinue any portion of its benefits program at any time.

Nature of Employment

As an at-will employee, you are free to terminate your employment at any time for any or no reason with or without notice, and the Company, as an at-will employer, is also free to terminate the employment relationship at any time for any or no reason with or without notice.

The at-will employment relationship exists between all employees and the Company unless there is a written contract of employment that sets out a relationship that is different. Only the President of the Company has the authority to enter into a relationship other than at-will employment and the President may do so only in the form of a written agreement. Under no circumstances do facilitators, managers or other Company officials have the authority to make verbal or written guarantees relating to the terms and conditions of your employment or promises of continued employment.

Employee Relations

The Company believes that the work conditions, wages and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have any concerns about work conditions or compensation, they are encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal directly with supervisors, the work environment is excellent, communications are clear, and attitudes are positive. We believe that the Company has amply demonstrated its commitment to responding effectively to all employee concerns.

Equal Employment Opportunity

This statement is to reaffirm the Company's policy on providing equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of Federal, State and Local governing bodies or agencies.

The Company, in recognition of its responsibility to the community, employees and customers, does not and will not discriminate against employees, prospective employees, customers or vendors, and will make all employment and business decisions in accordance with all applicable federal, state, and local laws prohibiting discrimination.

It is the policy of the Company to afford equal opportunity regardless of race, religion, color, national origin, sex, age, marital status, mental or physical disability, sexual orientation, status with regard to public assistance or any other characteristic protected by law. This policy applies to all aspects of the application process and employment relationship including but not limited to hiring, promotion, transfer, demotion, termination, discipline, benefits and other terms and conditions of employment.

The Company prohibits the harassment of any employee or job applicant on the basis of their protected class status. The Company also prohibits any form of discipline or retaliation for reporting incidents of harassment.

The Company will commit the necessary time and resources, both financial and human, to achieve the goals of equal opportunity. If any employee or applicant for employment believes he/she has been discriminated against, please contact the Human Resources Supervisor.

If you require an accommodation for physical or mental disability, it is your responsibility to contact the Human Resources Supervisor.

Immigration Compliance

The Company participates in E-Verify.

The Company is committed to employing only United States citizens and aliens who are authorized to work in the United States and complies with the Immigration Reform and Control Act of 1986.

As a condition of employment, each new employee must properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9 before commencing work. Newly rehired employees must also complete the form if they have not previously filed an I-9 with the Company, if their previous I-9 is more than three years old, or if their previous I-9 is no longer valid.

Section 2: Payroll, Personnel and Administration

Work Schedules

Work schedules for employees vary throughout the Company. Supervisors will advise employees of their individual work schedules.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Employment Categories

It is the intent of the Company to clarify the definitions of employment classifications so that employees understand their employment status. Employee benefit eligibility is determined by the agreement set forth between the Worksite Employer and PRO Resources Corporation. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the at-will employment relationship at any time with or without cause is retained by the employee and the Company.

Exempt

Exempt Employees are not entitled to overtime pay under the provisions of the Fair Labor Standards Act and state law. Examples of exempt employees include executive, administrative, professional, outside sales and others considered exempt in accordance with applicable law.

Non-Exempt

Non-Exempt Employees are entitled to overtime pay under the provisions of the Fair Labor Standards Act and state law. These employees are typically paid on an hourly basis.

Regular Full Time

Employee who is employed for an indefinite period of time and works at least 40 hours per week.

Regular Part Time

Employee who is employed for an indefinite period of time and works less than 40 hours per week.

Temporary or Seasonal

Employee who is employed for a defined period of time or for a defined project regardless of the number of hours worked. Temporary employees scheduled for 30 hours or more per week may be eligible for Company sponsored benefit plans.

Notice Regarding Employee Access to Personnel Records

As an employee of the Company, you are permitted, upon request, to periodically review your employment file and may submit a statement with respect to disputed information. You may review your employment file once each year after separation from the Company for as long as the Company maintains your file. Your employment file is located at PRO Resources Corporation. Please phone (218) 847-9277 to schedule an appointment with Human Resources staff to review your file.

Personal Data Changes

It is the responsibility of each employee to promptly notify the Company of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such personal information should be accurate and current at all times.

Employment Applications

It is the policy of the Company to receive and retain only those job applications and resumes received as a result of the Company's solicitation of same. The Company will not accept nor retain any unsolicited applications or resumes.

The Company relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and during employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Company's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted on an ongoing basis and/or at the end of an employee's initial period in any new position. This period, known as the probationary period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance reviews are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage, and recognize strengths, and discuss positive, purposeful approaches for meeting goals. You cannot assume that you will necessarily receive a wage or salary increase each time your performance is reviewed.

Probationary Period

An employee should use the initial period after being hired or rehired, promoted, demoted, or transferred within the Corporation to determine whether the new position meets his or her expectations. The Corporation uses this period to evaluate employee capabilities, attitude, and work habits. Either the employee or the Corporation may end the employment relationship at will at any time during or after the probationary period, with or without cause or advance notice.

All new hired employees work on a probationary basis for the first one year after their date of hire. Any significant absence will automatically extend the probationary period by the length of the absence.

Probationary employees will assume "regular" status upon satisfactory completion of the introductory period. During this period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. Upon satisfactory completion of the probationary period, employees may become eligible for any other employer-provided benefits, subject to the terms and conditions of each benefit program. See Management for clarification of these benefits provisions.

Timekeeping

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require the Company to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Tampering, altering, or falsifying time records or recording time on another employee's time record may result in disciplinary action, including discharge.

Paydays

Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off (e.g., a weekend or holiday), employees will be advised by their supervisor when they will be receiving their paycheck.

Administrative Pay Corrections

The Company takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and those employees are paid promptly on the scheduled payday.

If any employee feels their pay has been improperly reduced, the employee should promptly bring the discrepancy to the attention of the Human Resources Supervisor or their supervisor so corrections can be made as quickly as possible. The employee's complaint should be submitted in writing and should state in plain terms what the employee believes to have been the improper deduction, when the deduction(s) began, and how much has been taken out of the employee's check so far.

Once over or underpayments are identified, they will be corrected by the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, the Company will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

Pay Advances

No pay advances or extensions of credit on unearned wages will be provided to employees.

Pay Deductions

The law requires that the Company make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The Company also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The Company contributes the amount of taxes as required by law.

The Company offers programs and benefits beyond those required by law. Employees who wish to participate in the programs may voluntarily authorize deductions from their checks.

If you do not understand why deductions were made or how they were calculated, your supervisor can assist in having your questions answered.

Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided.

All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions.

As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible discharge.

Section 3: Benefits

Employee Benefits

Eligible employees in the Company are provided a wide range of benefits. A number of the programs (such as Social Security, Workers' Compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible.

See Addendums 1 – 5

In the event that a discrepancy exists between the information in this Employee Handbook vs. the official plan documents, provisions of the official plan documents will govern. The Company reserves the right to interpret, modify, or discontinue any portion of its benefit programs at any time.

Holidays

Full-time employees are eligible for paid time off (8 hours) for the following holidays. ARFF employees receive 12 hours of paid time off for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Christmas Day
- Eight (8) hours of a floating holiday. ARFF employees receive twelve (12) hours of a floating holiday.
- Any day designated by the Authority as a public holiday

Because the Airport is open 24 hours per day, seven days per week, employees may be required to work on a holiday. Non-exempt employees who work on the holiday will be paid at the rate of 1 ½ times their regular hourly rate for hours worked during the holiday shift. These details should be consistent with the matrix.

Employee Training

The Company and Authority will seek to provide training that will orient new employees, improve its operational effectiveness, performance, quality improvement, safety, security, and other trainings either required or deemed necessary to maintain all federal, state, county, city, and industry guidelines.

Travel

It is the policy of the Company and Authority to reimburse employees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the Authority. The Executive Director will approve all employee expenses.

Mileage

With the approval of the Executive Director or his/her designee, an employee may be reimbursed the standard mileage rate for the use of a personal vehicle to conduct Authority business. The standard mileage allowance for use of a personal vehicle is indexed according to the current IRS standard mileage rates (www.irs.gov). In addition to mileage, reimbursement for tolls and parking will be allowed under the same circumstances. The employee's expense statement should identify the date, time, location, and amount of tolls and parking fees.

Meal Expenses

With the approval of the Executive Director or his/her designee, an employee travelling on Authority business is eligible for reimbursement for meals. "Reasonable" per diem rates for meals should be based on current U.S. General Services Administration Per Diem Rates (www.gsa.gov). Reimbursements for meals do not include any alcoholic beverages.

Section 4: Attendance, Leaves, and Absences

Attendance and Punctuality

To maintain a safe and productive work environment, the Company expects employees to be reliable and to be punctual in reporting for scheduled work. Reliable and punctual attendance is an essential function of all positions with the Company. Absenteeism and tardiness place a burden on other employees and on the Company. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, he or she should notify the supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, including termination of employment.

Any no call or no show may be considered a voluntary resignation.

Family and Medical Leave

The Company may be covered by the federal Family and Medical Leave Act ("FMLA"). If the Company is required to comply with the FMLA, it will follow the outlined policy to administer FMLA leave for the Company's eligible employees. This policy is intended to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact the Human Resources Department in writing.

Employee Eligibility

To be eligible for FMLA leave, employees must meet all the following conditions:

1. The employee must have worked for the Company for at least one year. Separate periods of employment will be counted to total this one-year requirement, provided the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations. For eligibility purposes, any portion of a week that the employee is on the payroll counts as a full week.
2. The employee must have worked at least 1,250 hours in the 12 months immediately prior to taking FMLA leave. These hours must be actual work hours, not compensated hours such as paid time off or holiday benefits.
3. At least 50 employees are employed by the Company within 75 miles of the employee's worksite.

Reasons for and Amount of FMLA Leave

Eligible employees may take up to 12 weeks of FMLA leave in a 12-month period related to:

- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition (defined below).
- For a serious health condition that makes the employee unable to perform the employee's job.
- To care for a parent, spouse, child, or next of kin of a covered servicemember with a serious injury or illness; or

- Because of a qualifying exigency arising out of the covered active-duty military status in the armed forces (or notification of an impending order) of a parent, spouse, or child.

Employees may take FMLA leave for their biological children, adopted children, foster children, stepchildren, legal wards, or children for whom employees have day-to-day and financial responsibility. Children must be under age 18 or over age 18 and incapable of self-care because of a physical or mental disability.

If a husband and wife both work for the Company and each wish to take leave for the birth of a child, adoption, or placement of a child in foster care, or to care for a parent with a serious health condition, the husband and wife may only take a combined total of 12 weeks of FMLA leave. If the spouses have taken less than the full 12 weeks of FMLA leave during the 12-month period, they are each entitled to take the difference between 12 weeks and the amount of FMLA leave they took individually due to their own serious health condition, or to care for a child or spouse with a serious health condition.

PRO Resources Corporation designates the 12-month period in which employees may take FMLA leave for these reasons by measuring a “rolling” 12-month period backward from the date employees take any FMLA leave, unless the Worksite Employer has elected a different 12-month calculation period. Please contact the Worksite Employer for more information.

Military Family Leave Entitlement

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include, but are not limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may take up to 26 weeks of military caregiver leave in a single 12-month period to care for a covered service member that is the employee’s spouse, child, parent, or next of kin (nearest blood relative). For this qualifying FMLA leave only, the single 12-month period will be measured as a rolling 12-month period measured forward from the first day the military caregiver leave is taken. An eligible employee is entitled to no more than a combined total of 26 weeks of leave during the single 12-month period defined in this paragraph. No more than a combined total of 12 weeks of this leave may be for a purpose other than military caregiver leave (*i.e.*, birth, adoption, or placement for foster care of a son or daughter; in order to care for a spouse, son, or daughter with a serious health condition; for the employee’s own serious health condition; or for a service member’s qualifying exigency).

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

In the event a husband and wife both work for the Company, they are limited to a total of 26 weeks for military family leave with a combined limit of 12 weeks of that leave allowed for any qualifying exigency related to or affected by a family member's call-up or service.

Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider (the second of which must occur within 30 days of the first day of incapacity), or one visit to a health care provider that occurs within seven days of the onset of the incapacity and a regimen of continuing treatment. Incapacity due to pregnancy and incapacity due to a chronic condition which requires periodic treatment (at least twice a year as directed by the provider) by a health care provider, continues over an extended period of time and which may cause episodic rather than a continuing period of incapacity are also included within the definition of continuing treatment.

Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for leave to Human Resources. Within five business days after the employee has provided this notice, Human Resources will complete and provide the employee with the DOL Notice of Eligibility and Rights (form WH381).

Employees requesting FMLA leave must give 30-day advance notice of the need to take FMLA leave when the need is foreseeable. When 30-day notice is not possible, such as in the case of medical emergencies, the employee must provide notice as soon as practicable by informing their supervisor and Human Resources.

Employees must provide sufficient information for the Company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Company if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Within five business days after the employee has submitted the appropriate certification form (discussed below), Human Resources will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice (form WH382).

Required Certifications

Employee's or Family Member's Serious Health Condition

The Company will require certification for the employee's serious health condition and will provide the employee with the DOL Certification of Health Care Provider for Employee's Serious Health

Condition (form WH380-E). Additionally, the Company will require certification for a family member's serious health condition and will provide the employee with the DOL Certification of Health Care Provider for Family Member's Serious Health Condition (form WH380-F). The employee must respond to such request within 15 days or provide a reasonable explanation for the delay. Failure to provide certification may result in denial of continuation of leave.

The Company may directly contact the employee's (or family member's) health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The Company will not use the employee's direct supervisor for this contact. Before the Company makes this direct contact with the health care provider, the employee must be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Company will obtain the employee's (or family member's) permission for clarification of individually identifiable health information.

The Company has the right to ask for a second opinion if it has reason to doubt the certification. The Company will pay for the employee (or family member) to get a certification from a second doctor, which the Company will select. The Company may deny leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Company will require the opinion of a third doctor. The Company and the employee will mutually select the third doctor, and the Company will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

The Company may request recertification for the serious health condition of the employee (or family member) no more frequently than every 30 days and only when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the Company may request recertification for the serious health condition of the employee or the employee's family member every 6 months in connection with an FMLA absence. The Company may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Service Member's Serious Injury or Illness

The Company will require certification for the serious injury or illness of the covered service member and will provide the employee with the DOL Certification of Health Care Provider for Serious Injury or Illness of Covered Service Member (Form WH385). The employee must respond to such request within 15 days or provide a reasonable explanation for the delay. Failure to provide certification may result in denial of continuation of leave.

Qualifying Exigency for Military Family

The Company will require certification of the qualifying exigency for military family leave and will provide the employee with the DOL Certification of Qualifying Exigency for Military Family Leave (form WH384). The employee must respond to such request within 15 days or provide a reasonable explanation for the delay. Failure to provide certification may result in denial of continuation of leave.

Use of FMLA Leave

An employee does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced schedule when medically necessary. Intermittent leave is taken in separate blocks of time for a single FMLA-qualifying reason. An FMLA reduced leave schedule is a work schedule that reduces employees' usual number of working hours per workday or workweek. Employees will be informed whether they can take intermittent leave or a reduced leave schedule when they apply for FMLA leave.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Concurrent Use of FMLA Leave with Other Leave

Employees on Workers' Compensation leave, or any other paid or unpaid leave are required to take FMLA leave concurrently. For example, employees who are absent from work due to a work-related injury for four months will have the first 12 weeks of that absence applied to FMLA leave and will exhaust all available FMLA leave.

Pay and Benefits During FMLA Leave

FMLA leave is unpaid. Employees must exhaust their paid time off, vacation and/or sick leave before utilizing unpaid leave. Employees utilizing paid leave must comply with the Company's normal paid leave policies, except in emergency circumstances. Eligible employees may also file a short-term disability claim for their own serious health condition.

Employees will not accrue paid time off, vacation and/or sick leave during unpaid FMLA leave. However, the use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Taking FMLA leave does not count as a break in service for retirement plan purposes.

The Company maintains group health plan benefits for employees on FMLA leave. Employees are required to pay their premium co-payments while they are on FMLA leave and are notified how to make the payments for their share of the group health plan premiums during leave. Employees who fail to return to work for a minimum of 30 calendar days following FMLA leave for any reason other than a serious health condition or other circumstances beyond their control will be required to repay the Company for premiums paid on their behalf while on leave.

Return from Leave

Employees returning from FMLA leave are required to notify Human Resources two days prior to their intended return date that they will be returning. The Company may also require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. Employees must provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request.

Employees returning from FMLA leave will be reinstated to their former positions or to positions with equivalent pay, benefits and other employment terms and conditions. Certain “key” employees, who are among the highest paid employees of the Company, might not be reinstated to any position; “key” employees will be notified of their status when they apply for FMLA leave.

Personal Leave (Without Pay)

In accordance with the guidelines set forth in this policy, the Company may provide unpaid personal leave to eligible employees who wish to take time off from work duties to fulfill personal obligations.

Employees may request personal leave only after having completed 365 days of service in an eligible employment classification. Personal leave may be granted for a period of up to 15 calendar days. Pending the supervisor’s approval, employees must take any available vacation leave prior to the effective date of the personal leave of absence.

Requests for personal leave will be evaluated based on a number of factors, including anticipated operational requirements, and staffing considerations during the proposed period of absence. Medical insurance may continue during the leave. For any period of leave covered by FMLA or where the employee is using accrued paid leave benefits, the employee will be responsible for paying their share of the premium. However, during the unpaid leaves not protected by FMLA, the employee may lose eligibility and must elect COBRA to continue medical insurance during the leave.

Accruals for benefit calculations, such as vacation, sick leave, or holiday benefits, will be suspended during the taking of personal leave.

To the extent possible, employees returning from personal leave will be returned to their former position or will be offered the first available comparable position for which they are qualified. If an employee fails to report to work at the expiration of the approved leave period, the Company will assume that the employee has resigned.

Uniformed Service (Military) Leave

This policy applies to any person employed by the Company, other than temporary employees.

Uniformed Services

The term “uniformed services” means Army, Air Force, Navy, Marines, Coast Guard, Space Force, National Guard, Reserves, Public Health Service Commissioned Corps, the National Oceanic and Atmosphere Administration Commissioned Officer Corps, and any other category designated by the President in time of service or emergency.

Service in the Uniformed Services

The term "service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service and includes active duty, active duty for training, initial active duty for training, inactive duty training, full time National Guard duty and a period for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty.

Active Duty

Full-time duty in the active military service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty, also called AD.

Non-Active Duty Assignments

Authorized training performed by a member of a Reserve Component not on active duty or active duty for training and consisting of regularly scheduled unit training assemblies (regular guard drills and training), additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized to Reserve Component personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. This includes training periods which are defined as non-active duty periods only.

Employees may request to use annual leave to pay for this time; may request leave without pay; or may request a schedule change. (Regular guard drills and training.)

USERRA

A federal statute that protects service members' and veterans' civilian employment rights. Among other things, under certain conditions, USERRA requires employers to put individuals back to work in their civilian jobs after military service. USERRA also protects service members from discrimination in the workplace based on their military service or affiliation.

Discrimination Prohibited

Company policy prohibits discrimination against a person who (1) is a member of, (2) applies to be a member of, (3) performs, (4) has performed, (5) applies to perform, or (6) has an obligation to perform service in a uniformed service. In general, these individuals may not be denied (1) initial employment, (2) re-employment, (3) retention employment, (4) promotion, or (5) any benefit of an employee based on membership in the uniformed services, application for membership, performance of service, application for service or actual service obligation. This discrimination policy applies to both regular and temporary employees.

Re-Employment Rights

Generally, only individuals discharged under honorable conditions who were regular employees (full or part time) are eligible for re-employment. Further, the individual is required to give advance notice of the leave, be on leave for no more than five years, and reapply for re-employment within specified time frames. Specifically, the advance notice may be written or verbal. Further, the five-year limit is cumulative length of absence from a job. Please note that no prior notice of the leave is required if it is precluded by military necessity or the giving of such a notice is impossible or unreasonable.

The following notices to return to work are required with respect to the indicated period of service:

Period of Service	Required Notice Time to Return to Work
Less than 31 days	First full regularly scheduled work period following completion of the service (with an eight-hour period for safe transportation)
More than 30 days but less than 181 days	Fourteen days after the completion of service (or if impossible or unreasonable through no fault of the person, the next first full calendar day when application becomes possible)
More than 180 days	Not later than 90 days after the completion of service
A person who is hospitalized or convalescing	At the end of the period that is necessary for the person to recover

Also, please note that the service member is required to provide documentation of the time away and the time of release. However, failure to provide documentation cannot be a basis for denying re-employment if the failure occurs because the documentation does not exist or is not readily available at the time of the request by the Company.

The Company will not re-employ an individual when:

- The Company's circumstances have changed as to make such re-employment impossible or unreasonable.
- The person is entitled to re-employment due to a disability or is no longer qualified for the prior position and employment imposes an undue hardship on the Company.
- The employment from which the person leaves to serve in the uniformed services is a temporary job and there is no reasonable expectation that the job will continue indefinitely or for a significant period.

The Company must document impossibility or unreasonableness, undue hardship, or temporary nature of the job.

Discharge

A person who is re-employed pursuant to the federal Uniformed Service Act cannot be discharged except for cause pursuant to the following schedule:

- Within one year, if the person's service was more than 180 days: or
- Within 180 days if the person's period of service was more than 30 days but less than 181 days.

Seniority-Based Benefits

Individuals who are re-employed are entitled to all seniority-based benefits. For example, vacations are tied to years of service, and accordingly, the amount of uniformed service is added to actual

employment service. In other words, if an individual is entitled to three weeks of vacation after five years of employment, a person who had four years of employment service and one year of uniformed service would be entitled to three weeks of vacation. In general, there must be a reasonable certainty that the benefit would have accrued if the employee had not gone into uniformed service and the nature of the benefit must be a reward for length of service. Part time employees and temporary employees are not eligible for any benefits, and thus this policy does not apply to them.

Non-Seniority-Based Benefits

An individual returning from uniformed service is entitled to all benefits not based on seniority in the same manner as any employee on a leave of absence would be able to accrue under other Company policies. These policies are either those in effect at the time the individual left on uniformed service or which were implemented while the employee was away. In general, the most favorable treatment accorded any type of leave must also be accorded to the uniformed service leave. Again, part time employees and temporary employees are not eligible for any benefits, and thus this policy does not apply to them.

Please note that where employees are required to pay a portion of the cost for non-seniority-based benefits, the individual on a uniformed service leave is required just like all other employees to pay a portion.

Waiver

An employee may waive his or her rights of non-seniority-based benefits by knowingly providing a written notice of intent not to return. Please note that if an employee does seek re-employment even after signing an effective waiver of non-seniority rights, the Company will still provide the employee with the required seniority-based benefits.

Use of Accrued Leave

Employees are permitted to use any accrued or entitled leave such as vacation, military or leave without pay toward uniformed service time.

However, the Company does not require employees to use paid vacation leave to apply toward a uniformed service leave.

Military leave with pay shall be granted to all employees up to a maximum of twenty (20) working days / 160 hours per calendar year, based on 2080 hours per year, for those employees who have been employed continuously for a period of ninety (90) calendar days or more. Aircraft Rescue Fire Fighting employees receive 224 hours per calendar year based on 2912 hours per year.

North Dakota Century Code (NDCC) requires up to twenty (20) days / 160 hours paid leave (224 hours for Fire Suppression) per calendar year.

- This includes training periods which are defined as active-duty periods only.
- Written confirmation of assignment to active duty will be necessary to establish the employee basic eligibility for protection under Uniformed Services and Employment and Reemployment Rights Act (USERRA).

- Any leave of absence necessitated by a full or partial mobilization of the Reserve and National Guard forces of the United States of America, or emergency state of active duty, must be without loss of pay for:
 - The first thirty (30) days in the first year (240 hours), (Fire Suppression 336 hours) less any other paid military leave which may have been granted during the calendar year.
 - The first twenty (20) days in year two and successive years (160 hours) (Fire Suppression 224 hours) less any other paid military leave which may have been granted during the calendar year.

All pay received for accrued annual leave while on Military Leave will be treated as regular payment of wages.

Members of the Company may utilize military leave for all Active Duty and Non-Active Duty assignments, to include:

- Unit Training Assemblies (UTAs) / Guard Drills and training,
- Annual Training Assignments
- Active Duty Assignments (deployment, state or federal military activation)

Individual members may not exceed the eligible allotment of military leave for the calendar year.

- 160 hours per calendar year based on 2080 hours per year
- 224 hours per calendar year based on 2912 hours per year (Aircraft Rescue Fire Fighting personnel)

Differential Pay

After all military leave with pay is depleted and only in the case of a full or partial mobilization of the Reserve and National Guard forces, a member may choose to receive pay equal to the difference between military pay and the Company pay for up to six (6) months.

All accrued annual leave must be used first.

A military pay stub must be presented to Human Resources before any payment is processed and a waiver must be signed.

Differential pay will be 1099 income as required by IRS guidelines.

Enlistment/Induction

A member who enlists or is inducted into the Armed Forces is entitled to leave of absence without pay for the duration of her/his initial period of service and three (3) months thereafter.

Such member, upon return from active military duty, shall be given the position formerly held or one of like seniority, status, and pay, provided application is made within the appropriate time allowed and the military service was under honorable conditions.

Accrual of Annual and Sick Leave

Members who are on active-duty assignments will continue to accrue annual and sick leave while they are receiving military leave pay (both W-2 and 1099 military leave pay).

Members will only continue to accrue annual and sick leave while being paid military leave pay. Members will not accrue annual and sick leave during periods of unpaid leave or periods of receiving differential pay.

Uniformed Service and COBRA

Employees on uniformed service leave and who are enrolled in the health care plan have the right to elect continuation coverage similar to the rights under COBRA.

Employees returning to work are entitled to reinstate health coverage as if they had never left. Essentially, exclusions for pre-existing conditions, proof of good health, and waiting periods cannot be applied. However, exclusions for illnesses or injuries which were service connected are applied. The right to continue coverage during uniformed service applies to the employee and his or her dependents. This right to continuation coverage applies to all health plans, not just group health plans. The maximum length of required continuation coverage is the lesser of 24 months beginning on the day that the uniformed service commences or a period ending on the day after the employee fails to return to employment within the time allowed by the federal law. If an individual has COBRA rights, and the COBRA rights are greater than the rights under the federal Uniformed Services Act, COBRA applies.

Should an eligible employee or dependent elect to continue coverage, he or she is required to pay 102 percent of the full premium just as provided by COBRA. Whenever the uniformed service leave is less than 31 days, however, the employee may not be required to pay more than the employee's share, if any.

Pension Rights

Participation and benefits under retirement plans will be granted in accordance with federal law.

Re-Employment Positions

Individuals are to be re-employed according to the following schedule:

- If his or her service was less than 91 days, the individual is to be placed in the job he or she would have had if employment had not been interrupted by service and assuming the person is qualified to perform those job duties (e.g., a person may have to be promoted).
- If the person served for less than 91 days and is not qualified to perform the duties of the job he or she would have had if there had not been any service and the Company has made reasonable efforts to qualify the person for that job, then this individual is to be reinstated in the job held on the date service began.
- If the service was more than 90 days, then the person is to be placed in the job the person would have had if employment had not been interrupted (e.g., a promoted position) or an alternate position of like seniority status and pay which the person is qualified to perform.

- If the person served more than 90 days and is not qualified to perform the job which he or she would have had if not for service and the Company has made reasonable efforts to qualify the person for that job, the person is to be placed in the job which he or she held on the date the service commenced.
- In the case of a person with a disability, who after reasonable efforts by the Company to accommodate the disability is not qualified to be employed in the positions required by the federal Uniformed Services Act, the person is to be employed in any other position which is equivalent in seniority status and pay if the person is qualified to perform those duties with or without reasonable efforts by the Company.
- If an individual is not qualified to hold any of the positions as required by the federal Uniformed Services Act, the person is to be placed in any other position of lesser status and pay which the person is qualified to perform with full seniority.
- If two or more persons are entitled to the same job under the federal Uniformed Services Act, the one who left the position first shall have the prior right to re-employment.

Temporary employees are not eligible for reinstatement. Similarly, employees who were about to be discharged for misconduct are not eligible for reinstatement. Essentially, if the individual had not left for uniformed service, and if he or she would have been fired for misconduct, the individual will not be rehired. As an example, this policy applies if the investigation of the wrongdoing was completed, the supervisor has written the discharge papers, and the employee simply failed to return to work for a discharge meeting.

Americans With Disabilities Act

Policy Statement

The Company is committed to complying with all employment-related provisions of the Americans with Disabilities Act of 1990 ("ADA"), as amended by the Americans with Disabilities Amendments Act of 2008, and the North Dakota Human Rights Act ("NDHRA"). It is the Company's policy to prohibit discrimination against any qualified individual on the basis of disability with regard to any terms or conditions of employment because of such individual's disability, record of disability or perceived disability.

To be covered under this policy, an employee or applicant must be an individual with a disability, defined as an individual who is substantially limited in one or more major life activities, including designated major bodily functions. An employee or applicant must further be "qualified" for the position sought or held. A "qualified individual," among other things, is defined by the ADA as an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or desires.

Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to qualified individuals who have made the Company aware of their disabilities and need for accommodation, provided that such accommodations do not constitute an undue hardship or pose a direct threat to the safety of the employee or others that cannot be eliminated or reduced to an acceptable level with reasonable accommodation.

The definition of disability under this policy should be construed in favor of broad coverage of individuals when to do so would not cause undue hardship to the Company.

Scope of Policy

The Company's policy of reasonable accommodation extends to all accommodations necessary to allow individuals with disabilities to enjoy equal employment opportunities that do not pose undue hardship. This includes the obligation to make reasonable accommodation to allow individuals with disabilities to participate in the application and hiring process and to enjoy equal benefits and privileges of employment as are enjoyed by all employees.

Procedure for Requesting an Accommodation

Employees with disabilities who believe they need a reasonable accommodation to perform the essential functions of their job, participate in the application and hiring process, or to enjoy equal benefits and privileges of employment should inform their direct supervisor or PRO Resources Corporation Human Resources as soon as the need for accommodation becomes apparent to them. Upon receipt of an accommodation request from an employee, the Company (or identified representative) should meet with the employee to discuss the request, possible accommodations and determine if additional information is necessary. Applicants requiring accommodation should inform the Company of the need for accommodation as early in the application process as is possible.

The Company may ask for additional medical information from an employee requesting reasonable accommodation to assist in responding to the accommodation request. In such instances, the Company may seek authorization from the employee or applicant to contact the individual's health care provider(s) directly; may ask the individual to provide the requested information from the health care provider; or suggest a joint discussion involving the employee, his or her medical provider and the Company.

The Company will keep medical information obtained in the accommodation process confidential. It may only be disclosed as follows:

- To supervisors and managers where they need medical information in order to provide a reasonable accommodation or to meet an employee's work restrictions.
- To first aid and safety personnel if an employee would need emergency treatment or require some other assistance (such as help during an emergency evacuation) because of a medical condition.
- To individuals investigating compliance with the ADA and with similar state and local laws; and
- Pursuant to workers' compensation laws (e.g., to a state workers compensation office in order to evaluate a claim) or for insurance purposes.

The Company will determine the feasibility of the requested accommodation considering such factors as: a) the nature and cost of the accommodation; b) the Company's overall financial resources, and c) the effect on expenses and resources and the impact of the requested accommodation on its operations, among others.

The Company will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The Company will attempt to provide the accommodation requested in light of its circumstances and abilities. The Company is not required to provide the best possible accommodation, to reallocate

essential job functions, to provide personal use items (e.g., eyeglasses, hearing aids, wheelchairs etc.), or to provide an accommodation that would be an undue hardship.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against on the basis of disability should notify the Company. All such inquiries or complaints will be treated as confidential to the extent possible and as required by law.

The Company will provide accommodations to employees and job applicants who have medical or physical limitations on a broad basis, without making an extensive inquiry as to whether the employee is legally disabled within the meaning of the ADA or state law. Thus, an accommodation to an employee does not mean that the Company believes or concedes that an employee has a legal disability.

Jury/Witness Duty

An employee summoned for jury duty, upon presentation of notice, order, summons or subpoena, shall be granted leave of absence with pay for the time necessary to complete the duty. The employee shall receive his or her regular pay during jury duty. An employee who is discharged from jury duty with two or more hours remaining in the workday shall report to work for the remainder of the day.

The witness summons should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits. If the employee has been summoned as a witness of the Company as a result of a job-related event, he or she will receive paid time off for the entire period of witness duty.

Employees will reimburse the MAA for payment received for jury duty, unless such payment was received for serving jury duty on the employee's non-working hours. Payment for subpoenas or witness fees shall also be turned into the MAA for deposit.

Funeral Leave

In the event of the death of any employee's spouse, child, parent, sibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or other next of kin as may be determined by the Authority or Airport Executive Director, such employee may, at the discretion of the Airport Executive Director, be granted up to four (4) calendar days of funeral leave.

The Executive Director may arrange additional time off, within reasonable time limits, without pay, if circumstances such as travel distances or responsibility for settling the affairs of the deceased warrant additional time.

Section 5: Safety, Equipment, and Workers' Compensation

Safety

Establishment and maintenance of a safe work environment is the shared responsibility of the Company and employees from all levels of the organization. The Company will attempt to take reasonable steps to assure a safe environment and to comply with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. They are asked to immediately report any unsafe conditions to their supervisor. Not only supervisors, but employees at all levels of the Company are expected to correct unsafe conditions as promptly as possible.

All incidents must be reported to the employee's supervisor and to PRO Resources' Loss Control Specialist, regardless of how insignificant the injury may appear. Such reports are necessary in order to comply with laws and initiate insurance and/or Workers' Compensation procedures.

The MAA believes in a pro-active approach to work related injury/illness management and is committed to return employees to work as soon as reasonably possible. We will work with the employee, the employee's health care provider and WSI as a team in order to facilitate return-to-work accommodations, timely filing of appropriate documents, and overall quality case management.

ILLNESS/INJURY REPORTING:

1. All injuries must be reported to the appropriate supervisor or department head immediately. This includes minor injuries which are not attended to by a physician. Supervisors must report all injuries to PRO within 24 hours of notification of the injury.
2. Employees with work related injuries must seek medical attention with the MAA's **Designated Medical Provider (DMP)**, unless another provider has been selected by the employee on the DMP form submitted to PRO prior to the injury/illness.
3. The injured employee is responsible for keeping their supervisor or department head and PRO informed of their injury status. Forms are required for return to work with work release/restrictions from the DMP or designated health care provider.

Every effort will be made to accommodate any health care provider-imposed work restrictions and return the injured employee to work. Each department is responsible for keeping PRO informed of the days and hours of time lost. They are also responsible for reporting the date and time when an injured employee returns to work with a work release from their health care provider.

COMPUTATION OF LOSS TIME & DISABILITY BENEFITS:

1. When an employee loses time as the result of an injury or illness, the department head is responsible for keeping PRO informed of the days and hours lost. The department head is also required to report the date and time when an injured employee returns to work. PRO will notify WSI.
2. If an employee has a work-related injury or work-related illness for which his/her doctor recommends not to return to work, benefit eligibility depends on the length of days lost from work.
 - A. If the doctor has recommended less than five consecutive calendar days away from work, the employee will use their sick leave benefit as they are not eligible for WSI disability benefits in that scenario.
 - B. If the doctor has recommended five or more consecutive calendar days away from work, then the employee is eligible for disability benefits from WSI. For example, if an injury occurs on Friday morning and the employee is advised by his/her medical provider NOT to work until the next Wednesday, the employee has met the criteria for disability benefits for those five days (no work on Friday, Saturday, Sunday, Monday, or Tuesday). Per WSI statutes, it does not matter if the employee was scheduled to work those days or not. While the law required five days of lost time in order to be eligible for disability benefits, once that is established, the employee is paid from the first day of lost time as long as the disability is verified by appropriate medical documentation.

For WSI purposes, the first day of lost time is not always the same as the date of injury. If the employee has worked more than 50% of their usual work shift on the date of injury, then the first day of lost time is the following day (again, this is for WSI purposes only).

For MAA purposes, time lost on the day of the injury, no matter what time it occurs, is considered as time lost for record keeping purposes. The day of the injury is the first day of lost time. If an employee is injured on day one, received treatment, but does not return to work until day two, the time is considered to be lost and the person is charged with sick leave for time lost on day one.

3. When determined eligible for disability benefits from WSI, the benefit is calculated at two-thirds (2/3) of an employee's gross weekly salary, subject to the maximum established by North Dakota law. Benefit checks are sent by WSI directly to the employee. For full-time employees, the MAA will pay one-third (1/3) of the employee's normal base weekly earnings. Part-time benefited and part-time non-benefited employees receive only the WSI payment.

4. An injured employee will be placed on sick leave until WSI accepts the claim for disability benefits, at which time the employee will be placed on injury leave and his/her sick leave will be reinstated.
5. The employee may use their accrued time to make up the difference between the amount paid by WSI and the 1/3 pay from the MAA.

INJURY LEAVE:

Injury leave shall be granted when an employee is injured while actually in the performance of official duties for the MAA as defined by WSI. The awarding of injury leave will be based solely upon formal acceptance of the claim by WSI. If the injury is not reported to WSI, injury leave will not be awarded.

Injury leave will run concurrently with Family & Medical Leave (FMLA) for those injuries and or illnesses that qualify under FMLA for eligible employees.

PROCEDURE:

1. When an employee is injured while in the performance of official duties, the employee needs to report the injury to the supervisor or the MAA office immediately. Supervisor or office will then report it to PRO.
2. If the injury results in time lost from work, the employee will be placed on sick leave pending the acceptance of the claim by WSI. If the claim is subsequently accepted, sick leave will be reinstated.
3. When an employee is on the injury leave for longer than thirty (30) days, sick and annual leave stop accruing until the employee returns to work. Leave accrual lost during this time is not reinstated.

The MAA is committed to a strong return-to-work program. Therefore, every effort to place the injured employees in a short-term transitional job assignment will be made within any health care provider-imposed work restrictions. Transitional assignments are short term, lasting one to three months only. If an employee is unable to work within six (6) months, his/her position may be filled by the appointing authority. Upon returning to work, the injured employee will be placed in a position in which the essential duties match the employee's qualifications and physical capabilities as defined by the health care provider of record. Every effort to reasonably accommodate the employee will be made.

EMPLOYEE RESPONSIBILITIES:

1. The injured employee is responsible for filing status reports relating to the injury with PRO on a regular basis every fifteen (15) business days after the injury for the duration of loss time. These reports must include the following information:
 - a. Nature and degree of injury.
 - b. Health care provider name and facility.
 - c. Preliminary estimate of the date/time when the employee may return to work either on a transitional basis, or to regular unrestricted duty.
 - d. If an employee is not released for unrestricted duty, the health care provider must describe the employee's restrictions.
2. Employees may be required to provide photocopies of their WSI time-loss checks to PRO within three (3) business days of receipt of the payments.
3. Employees may be required to accept transitional duty assignments if the health care provider releases the employee to perform the work.

**FAILURE TO COMPLY WITH ANY OF THESE PROCEDURAL REQUIREMENTS
MAY RESULT IN THE TERMINATION OF INJURY LEAVE BENEFITS.**

In cases of injury/illness where the employee is physically unable to comply with the above requirements, PRO will work with the employee's supervisor to obtain required papers or information.

At the time that a work-related illness or injury becomes permanent, and it is certain the employee will be unable to return to work, PRO will assist the employee or employee's designee with medical disability retirement arrangements.

Use of Equipment and Vehicles

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before playing or accepted a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is in an unfamiliar area. Texting while driving is prohibited.

Equipment and vehicles essential in job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including discharge.

All violations of traffic laws and fines levied as a result are the exclusive responsibility of the employee.

Employees are further required to report all moving violations, whether on or off the job, to their supervisor within 2 weeks of receiving the citation. Additionally, the driver's license status of all employees may be checked with the State Motor Vehicle Department annually.

Workers' Compensation Insurance

The Company provides a comprehensive Workers' Compensation insurance program at no cost to employees. This program covers injury or illness sustained in the course of employment, as defined by law that requires medical, surgical, hospital treatment, or result in loss of work time. Workers' Compensation insurance provides wage loss benefits after a short waiting period as defined by law.

All incidents must be reported to the employee's supervisor and to PRO Resources' Loss Control Specialist, regardless of how insignificant the injury may appear. Such reports are necessary in order to comply with laws and initiate insurance and/or Workers' Compensation procedures.

To the extent that a drug test is conducted in connection with a workplace accident or injury, the Company will not require post-injury or post-accident drug testing unless the circumstances of the injury or accident are such that there is a reasonable possibility that alcohol or drug use by the employee involved in the incident could have been a contributing factor to the occurrence of the injury or accident.

Section 6: Business Operations

Electronic Communications Resources

The Company makes numerous electronic communications resources such as voice mail, electronic mail ("e-mail"), facsimile, computer, and internet access available to its employees in order to provide for greater efficiency in the workplace. Although employees are granted the use of these resources, such use is governed by the following procedures and policies:

Business Use

Communications resources are intended to be used for business purposes.

Ownership of Resources

The Company owns the hardware and software making up these communications resources and permits employees to use them in association with their work for the Company.

Ownership and Confidentiality of Information

All messages, files or information composed, sent, or received via the Company's communication resources are and remain the property of the Company. All messages, files or information composed, sent or received on any employee's personal computing devices that directly involve the Company's business similarly are and remain the property of the Company. They are not the private property of any employee and should be treated in the same manner as shared paper files, subject to review by other employees and management.

Use of Communications Resources

Communications resources may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

Offensive Materials

Use of communications resources to create, disseminate, or view any offensive or obscene materials is strictly prohibited. Offensive materials include but are not limited to materials containing: any sexually suggestive, pornographic, or degrading materials; racial slurs; and all other derogatory or discriminatory comments based on gender, age, race, religious beliefs, national origin, disability, veteran's status, or status with regard to public assistance. Use of the Company's communication resources to harass or intimidate others or to create an intimidating, hostile or offensive work environment is strictly forbidden.

Receipt of Offensive Materials

Any employee receiving e-mails, instant messages or any similar communication containing potentially offensive information as described above should immediately request that the sender

discontinue transmitting such materials to Company equipment if the source of the e-mail or communication is known to the employee. If the e-mails continue, the employee should report this to his or her supervisor. Any employee receiving mass distribution or broadcast e-mails (spam e-mails) from websites or other offensive sources should immediately inform his or her supervisor of the receipt of offensive materials. Opening these e-mails may result in the computer being redirected to an inappropriate website prohibited by this policy.

Confidential Information

The e-mail system and Internet services shall not be used to send (upload) or receive (download) confidential or privileged Company information, copyrighted materials, trade secrets, proprietary financial information, or similar materials without proper authorization. It is the responsibility of the employee to use virus detection software supplied by the Company to verify the integrity of any downloaded data.

Safeguarding of Company Resources

As a condition of use of Company resources, all users must agree to:

License Agreements

All employees must abide by the license agreement between the proprietor of the software and the Company. The improper reproduction of proprietary software by any means is prohibited.

Proprietary Software

All employees must use only proprietary software that is the property of the Company on any computing devices of the Company or on personal computing devices used for Company business unless specific authorization to use proprietary software not owned by the Company has been obtained in advance.

Security

Employees must safeguard the security of the Company's computer resources by following all security provisions introduced by the Company, including using virus-detection software and strictly adhering to the following measures set by the Company regarding required verification of the identity and validity of external messages and documents prior to opening them:

1. Never open unexpected e-mail attachments, even from co-workers.
2. Never open an e-mail or instant messaging attachment from an unknown or suspicious source.
3. Never download freeware or shareware from the Internet without express permission.
4. If a file you receive contains macros that you are unsure about, disable the macros.
5. Report all suspicious e-mails or files and do not open them. If the file is on storage media remove the media from the system.
6. Do not disable the antivirus program on your assigned computer.
7. Do not open any junk e-mail. This includes all chain e-mail and unsolicited advertising or spam.

Network Access

Employees must access the Company's computer system or network only as authorized with the employee's authorized user ID and password. Employees also must access only those files which they have obtained authorization to access or review.

Company Monitoring of Information

The Company may in its sole discretion periodically review, audit, intercept, access and disclose messages or other information created, received, or sent over the communications resources for any purpose. The Company may disclose the contents of any information or message obtained as the result of an authorized review of employee use of communications resources without the permission of the employee. As a condition of initial and continued employment, all employees consent to Company review and disclosure of e-mail messages, voice mail messages, Internet records and computer files.

Confidentiality of Messages and Information

The confidentiality of any message should not be assumed. Even when a message is deleted, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. Log-on and other passwords should not be shared, unless such shared use is necessary and authorized for the efficient operation of the Company.

Misuse of Communications Resources

Use of the Company's communications resources in violation of this policy may result in disciplinary action, up to and including termination of employment.

Use of Phone and Fax System

Personal use of telephones for long-distance and local use is strongly discouraged. Incoming phone messages for employees will be taken unless it is an emergency. All personal calls should be made during break time. Employees should practice discretion in using company telephones when making personal calls. Employees may be required to reimburse the Company for any charges resulting from their personal use.

To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

Use of Mailing Systems

The use of employer-paid postage for personal correspondence is not permitted.

Video Surveillance

The Company reserves the right to install video surveillance in work areas for specific business reasons, such as security, theft protection, protection of proprietary information, etc. Employees should be aware that the Company may find it necessary to monitor work areas with video surveillance when there is a specific job- or business-related reason to do so. Employees should not expect privacy in

work-related areas as a result of this policy. Employees with questions about this policy should contact their supervisor or the Human Resources Department.

Rest and Meal Periods

All full-time non-exempt employees are provided with an unpaid meal period of at least 30 minutes. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all responsibilities and restrictions during meal periods and will not be compensated for that time.

Prevention and Detection of Fraud Reporting

Employees shall not perpetrate, engage in, or otherwise facilitate the act of committing fraud and theft. *Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Any employee violating this policy may be subject to disciplinary action, up to and including termination of employment, civil fines and/or criminal prosecution.*

The Municipal Airport Authority Board, Executive Director, and Assistant Executive Director are responsible for establishing the controls to prevent and detect fraud and theft. Authority managers are responsible for knowing the types of improprieties that might occur within their areas of responsibility. Employees are responsible for the prevention and detection of fraud and theft that might occur within the scope of their work assignments and for reporting any known or suspected fraud and theft.

Employees are responsible for immediately reporting known or suspected incidents of fraud, including theft and misappropriation of airport assets, to either the MAA, the Executive Director, or Assistant Executive Director. Any employee who has knowledge of fraud or theft of airport assets by any person or organization, including another employee, and does not report it to the Authority officials may be subject to disciplinary actions, up to and including termination of employment.

Section 7: Conflicts of Interest and Outside Employment

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Company wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the Company. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive level approval.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of the Company as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of this Company’s business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is characterized as that of a “significant other”.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which this Company does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Company.

The materials, products (including salvage), designs, plans, ideas, and data of this organization are the property of the Company and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible discharge and legal action.

Outside Employment

It is the policy of the Company that employees disclose outside employment circumstances or situations to Management. An employee may hold a position with another non-competing organization as long as he or she satisfactorily performs his or her job responsibilities with the Company. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by performance standards and will be subject to the Company's scheduling demands, regardless of any existing outside work requirements.

If the Company determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Company as they are modified from time to time, or is a potential liability to the Company, the employee may be asked to terminate the outside employment if he or she wishes to remain with this Company.

Outside employment will present a conflict of interest if it has an actual or potential adverse impact on the Company.

Non-Disclosure of Confidential Information

The MAA is a government entity, and all information is open to the public.

Section 8: Discipline and Termination

Employment Termination

Upon termination of employment, employees must return all Company property, keys and confidential information. Employees will receive information relating to their employee benefit plans and the continuance of those, if applicable. If an employee's address changes after he/she leaves, that employee should notify the Company for purposes of W-2's and employee benefits.

Employees will receive their final pay in accordance with applicable state law. Employee benefits will be affected by employment termination. Benefits at the time of termination will be paid out at management's discretion. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must immediately return all property of the Company that is in their possession or control in the event of termination of employment, resignation, or layoff.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the Company. Although advance notice is not required, the Company requests at least two-week written resignation notice from all employees.

Solicitation

In an effort to assure a productive and harmonious work environment, persons whether or not employed by the Company may not solicit or distribute literature in the workplace at any time for any purpose unless approved in advance by Management.

Section 9: Rules of Conduct

Employee Conduct and Work Rules

To assure orderly operations and provide the best possible work environment, the Company expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Company. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of unacceptable behavior that may result in disciplinary action, including suspension or termination of employment. When appropriate, these acts may be reported to legal authorities.

- Unauthorized release or disclosure of business/ Worksite Employer's information
- Falsification of Company records
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Act of violence in the workplace
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Sexual or other unlawful harassment
- Excessive absenteeism or any absence without notice
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance on the job or misconduct on or off the job

Misconduct can occur either on or off the job. Examples of misconduct on the job are cited above. Examples of misconduct off the job include, but are not limited to, involvement with criminal activity or activity involving moral turpitude which, in the judgment of the Company, reflects adversely on the image or standing of the Company.

Gambling losses, debts, or a reputation for habitual gambling may seriously compromise an employee's image and that of the Company and may be considered as a form of moral turpitude. Any and all gambling, sports pools, office pools or other games of chance on Company property are strictly prohibited. Any employee found participating in the above may be subject to discipline up to and including termination. Additionally, the Company recognizes that employees may voluntarily admit to having gambling problems that have not resulted in disciplinary action. These employees may be eligible for unpaid time off to participate in a rehabilitation program.

The Company discourages consensual relationships between managers and employees that are romantic or sexual in nature. If such a relationship develops between a supervisor/manager and an employee, the Company holds the supervisor/manager responsible for disclosing the relationship to other upper management representatives.

A supervisor/manager who engages in a romantic or sexual relationship with an employee will no longer be responsible for any matter concerning that employee's work assignments, hiring, evaluations, promotions, compensation, or discipline. Management reserves the right to terminate either or both parties if the relationship negatively affects the Company.

The Company reserves the right to ask both parties to sign a document stating that their relationship is consensual and that neither party will hold Company liable if the relationship degenerates. Both the supervisor/manager and the employee are encouraged to talk to management if what begins as a consensual relationship, develops into a situation that is harassing or has adverse workplace consequences.

It is imperative that each individual conduct him or herself at all times so as to reflect credit on the Company and its directors, officers and staff members.

Municipal Airport Authority Conduct and Code of Ethics Policy

Employee Conduct (General):

Municipal Airport Authority (MAA) employees are expected to comply with all administrative regulations, policies, orders, and directives. MAA employees are to perform their duties in a cooperative, respectful, and efficient manner.

Each employee has the responsibility to treat coworkers and citizens with respect. And conduct in the workplace that creates an intimidating or otherwise offensive environment is not tolerated.

While it is impossible to anticipate every circumstance in which an employee may be confronted with a questionable ethical dilemma, each employee has the responsibility to carefully consider the ramifications of a given situation and seek advice or counsel from either the appointing authority or Human Resources. Employees are encouraged to use good judgement and common sense when responding to these types of situations.

Employees must avoid any action which would result in or create the appearance of:

1. Using public employment for private gain
2. Giving preferential treatment to any person, business, or other entity.
3. Failing to ensure impartiality.
4. Making decisions outside of official channels.
5. Affecting adversely the confidence of the public in the integrity of the Municipal Airport Authority.

Conflict of Interest:

1. MAA employees shall not use their office or position for personal financial gain or for the financial gain of their family.
2. MAA employees shall not engage in their own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of their official duties or would impair their independence of judgment or action in the performance of their official duties.
3. MAA employees shall not use information obtained as a result of employment and not generally available to the public for their personal benefit.
4. Use of MAA property and/or materials for personal gain is not allowed on MAA time. Employees may be allowed to use these materials on their own time with the written approval of their immediate supervisor. MAA may allow usage of office equipment during non-work time and subject to the rules of the appropriate supervisor.

Solicitation of Receipt of Gifts:

1. Soliciting or accepting anything valued in excess of \$20.00 that arises from, or is offered because of employment, shall not be permitted. Food or beverages that may be immediately consumed may be accepted.
2. Employees shall not use their positions to gain special privileges and benefits, including favors, services and/or promises of future employment.
3. An employee who is offered anything valued in excess of \$20.00 (except food or beverages that may be immediately consumed) from a person, business or other entity must firmly decline acceptance of the item or offer. If there is any doubt about the value of a particular item or offer, the employee should consult her or his supervisor, who, in turn, may consult the appointing authority. The appointing authority has discretion over whether the item of offer constitutes anything of value.

Appointed Board Officials:

Appointed board officials are held to the same ideals and standards outlined in this policy.

Disciplinary Action:

Appointed board officials are not subject to disciplinary action except through appointment process. MAA employees who refuse or fail to comply with this policy may be subject to disciplinary action including, but not limited to reprimands (verbal and written), suspensions, demotions, and termination.

Dress Code/Appearance

Appearance, personal hygiene, and dress should be in keeping with the job being performed, both for safety reasons and to reflect a positive image for the Company. Should an employee arrive for work wearing clothing or accessories which, in the opinion of Management, is inappropriate, or their personal hygiene is inappropriate, they may be required to go home and change prior to commencing work.

Inclement Weather

A decision to close a location of the Company due to inclement weather shall be at the discretion of the Worksite Employer, who will make the necessary arrangements to notify employees. Should an employee choose not to attend work due to inclement weather when that location is still open, that employee will have that time off charged to either annual leave or leave without pay.

Drug and Alcohol Use

Drug and alcohol use is highly detrimental to the safety and productivity of employees in the workplace. No employee may be under the influence of any illicit drug or alcohol while in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by the Company.

Possessing, distributing, transferring, purchasing, selling, using, or being under the influence of alcoholic beverages or illegal drugs while on the Company's property, while attending business-related activities, while on duty, or while operating a vehicle or machine leased or owned by the Company may also lead to disciplinary action, including suspension without pay or discharge. An exception to this policy regarding possessing, distributing, transferring, purchasing, selling, using, or being under the influence of alcoholic beverages may be made for an employee attending a Company sponsored function. The Company specifically requests that its employees not drink alcohol and drive.

Physician-prescribed medications are permitted, provided they do not adversely affect job performance or the safety of the employee or other individuals in the workplace.

The Company recognizes that employees may wish to seek professional assistance in overcoming drug or alcohol problems. Please contact your supervisor for more information about the benefits potentially

available under the employee medical benefit plans, the Employee Assistance Program, and any possible referral sources. All employees under DOT regulations must adhere to those policies.

Smoking

The Authority recognizes the need of some of its employees to work in an environment free of smoke. The Authority also respects the right of the employees who choose to smoke to make personal decisions without interference with the rights of others.

Smoking is allowed in places designated by signs during your 15 minute or lunch break only. There will be no smoking in any other areas including company vehicles.

Drug and Alcohol Use Policy

Employees will be subject to disciplinary action, up to and including termination, for violation of this policy. Violations include but are not limited to possessing illegal or controlled substances and narcotics or alcoholic beverages at work or on the property; being under the influence of those substances while working; using them while working; or dispensing, distributing, or illegally manufacturing or selling them on Authority premises or work sites.

Employees who are convicted of any criminal drug violation occurring in the workplace must report the conviction to the supervisor within five days.

Employees must report their use of over the counter or prescribed medications to their supervisor if the use might impair their ability to perform their job safely and effectively. A determination will then be made as to whether the employee should be able to perform the essential functions of the job safely and properly.

Drug Testing

Employees may be asked to take a test at any time to determine the presence of drugs, narcotics, or alcohol, unless the tests are prohibited by law. Employees taking the drug test must sign a consent form authorizing the test and Authority's use of the test results for purposes of administering its discipline policy. Refusal to consent to drug or alcohol testing is a violation of policy that may result in disciplinary action up to and including termination.

- A. *Pre-employment Testing.* As a condition of employment, the Authority requires the pre-employment drug testing for all potential new employees.
- B. *Reasonable Suspicion Testing.* The Authority may request a current employee to undergo drug and alcohol testing if there is a "reasonable suspicion" that the employee is under the influence of drugs or alcohol during work hours. "Reasonable suspicion" means, and articulated belief based on specific facts and reasonable inference drawn from those facts that an employee is under the influence of drugs or alcohol. Circumstances which

constitute a basis for determining reasonable suspicion may include, but are not limited to:

- a. A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department head, or someone else for assistance.
- b. Information provided by a reliable and credible source with personal knowledge.
- c. Direct observation of drug or alcohol use.
- d. Presence of physical symptoms of drug or alcohol use: i.e., glossy, or blood-shot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes.
- e. Has knowingly or unknowingly caused or contributed to a work-related accident or was helping to operate machinery, equipment, or vehicles involved in a work-related accident. *Definition of accident: any incident which causes damage, loss, or injury.*

When a supervisor suspects an employee has used drugs or alcohol, the supervisor will arrange for the employee to be transported to the collection site for the collection, and back to the employee's home after the collection is completed. The employee will not be permitted to operate a motorized vehicle.

Serious disciplinary consequences will be imposed on an employee who does not report a workplace accident in a prompt and timely manner.

- f. Possession of substances in violation of the Authority's drug and alcohol policy.
- C. *Random Testing.* The Authority conducts random required testing for illegal drug use throughout the year for employees with a CDL.
- D. *Treatment Program and Follow-up Testing.* An employee who has been referred for chemical dependency assessment or treatment following a first positive drug testing incident, or whose treatment was partially or wholly paid by our health benefit plan, will be subject to treatment program testing as follows:
- a. The Airport may require the employee to undergo drug tests during the assessment or treatment period, and upon completion of the recommended treatment program.
 - b. After returning to work, the employee is subject to unannounced drug testing (without prior notice) for a period of up to two (2) years following the completion of any recommended treatment.

If an employee tests positive on a follow-up drug test after returning to work, he/she will be immediately terminated from employment.

Consequences of Positive Test Result

Applicants

If an applicant's confirmatory test is positive and a confirmation retest is also positive or is not requested, the applicant's job offer will be withdrawn.

Employees

If an employee's confirmatory test is positive and a confirmation retest is also positive or is not requested, the supervisor will respond with appropriate action.

Section 10: Harassment and Problem Resolution Procedure

Sexual and Other Forms of Impermissible Harassment

Purpose

The Company desires to provide a positive and productive work environment. To that end, the Company is committed to providing a work environment that is free of discrimination and harassment, and to provide a means of dealing with such incidents should they occur. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Policy

Harassment, in any form, will not be tolerated at the Company by any of its employees. This includes harassment based upon a person's race, color, religion, national origin, sex, age, mental or physical disability, creed, marital status, status with regard to public assistance or sexual orientation, or any other legally protected class. This policy applies to all employees, supervisors, managers, and officers of the Company. If, after appropriate investigation, harassment is found to have occurred, the initiator will be subject to appropriate disciplinary action, depending on the circumstances, up to and including termination.

Harassment

A verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, sex, age, mental or physical disability, creed, marital status, status with regard to public assistance or sexual orientation, and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.

Sexual Harassment

In accordance with the Equal-Employment Opportunity Commission (EEOC) Guidelines, issued November 10, 1980, as: "Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment.

2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Harassment can occur intentionally or unintentionally. Some examples of conduct that is prohibited by this policy are listed below.

Please note that these are not the only examples:

1. Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, national origin, sex, age, mental or physical disability, creed, marital status, status with regard to public assistance or sexual orientation.
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of their race, color, religion, national origin, sex, age, mental or physical disability, creed, marital status, status with regard to public assistance or sexual orientation that is placed on walls, bulletin boards or elsewhere on the Company's premises or circulated throughout the workplace.
3. Unwanted sexual comments, innuendoes, flirtations, propositions, suggestions, or invitations to social events.
4. Use of offensive words of a sexual nature describing body parts or the sexual act, telling "suggestive" jokes or stories, and conversations about sexual exploits, sexual preferences, and desires or suggestive or sexist remarks about a person's clothing or body.
5. Unwanted and unnecessary touching, brushing against, patting, or pinching.
6. Displaying, in the work area, pictures, objects, cartoons, pornographic magazines, or representations of any action or subject which is sexual in nature, depicting nude, scantily clad or suggestively posed women or men and which can be perceived as offensive.
7. Sabotaging an employee's character, reputation, work effects, or property because of race, color, religion, gender, national origin, sex, age, mental or physical disability, creed, marital status, status with regard to public assistance or sexual orientation.
8. Direct and/or indirect suggestions, requests, or demands that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend in any way on the granting of sexual favors; or
9. Sexual relations accompanied by implied or overt threats or promises.

Procedure

Persons who believe they have experienced or witnessed conduct that they believe is contrary to the Company's policy should report those incidents so that the Company may promptly address the problem.

You may report your concerns to any of the following:

1. Immediate supervisor
2. Human Resources Supervisor
3. Any person in a management position or
4. The chairman or any board member of the MAA.

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing a legal action.

All complaints of harassment will be examined impartially without prejudice and without malice toward the reporting party regardless of the status of the person accused. Information provided will be released only on a need-to-know basis. After an investigation of allegations, a determination will be made, and resulting action will be recommended to management. The investigation may include interviews with employee making the charges, the accused employee, and appropriate witnesses. All determinations are made on an individual basis. The Company has the discretion to apply any form of discipline to eliminate any harassing conduct and remedy the impact of any discrimination, such as:

1. Counseling the offender.
2. Transferring the offender to another position.
3. Placing the offender on probation, with a warning of suspension or discharge for continuing or recurring offenses.
4. Place the offender on suspension with or without pay; or
5. Discharging the offender.

The Company encourages employees to make accurate reports of harassment and provide as much information to the Company as possible so that it may properly and thoroughly investigate the report.

The Company will not condone retaliation against any employee who reports possible harassment or assists in an investigation of possible harassment.

If you have a question about whether conduct is permissible under this policy, you should discuss it with your supervisor or the Human Resources Department.

Section 11: Social Media Policy

Social Networking

Many employees use social networking tools and sites. The Company respects the right of employees to use social networking tools and sites (“social networking”) during non-work time and does not want to discourage employees from self-expression. However, due to the public nature of social networking, the line between personal and work-related conduct can become blurred. The purpose of this policy is to help employees understand what guidelines apply to use of social networking during work and non-work time.

The following are the most common social networking tools and sites:

- Facebook
- Twitter
- MySpace
- LinkedIn
- Comments posted to a blog
- Other social networking tools or sites such as YouTube, Wiki, chat rooms, etc.

Guidelines

Because you should be spending your working time on work-related activities, you are not permitted to use social networking during working time, unless you are specifically authorized by your supervisor to do so as a part of your job responsibilities.

In addition, because the public can access what you have written or contributed, your use of social networking, even during non-working time, may negatively impact the Company and your co-workers. Employees should follow the guidelines listed below and, above all, use common sense when they engage in social networking.

1. You are expected to protect the privacy, goodwill and reputation of the Company, its employees, and its clients. Therefore, you may not publicly discuss clients, products, services, or vendors, whether confidential or not. In addition, you may not post photographs or video of clients, vendors, or co-workers, unless they have consented.
2. You can be held responsible if your comments are considered defamatory, obscene, insulting, racist or proprietary by any offended party, not just the Company.
3. Because the public may view you as a spokesperson for the Company, write in the first person and don't represent that you are speaking for the Company. In fact, whenever your connection to the Company is apparent, you should include the following disclaimer, “The views expressed are my own and do not reflect the views of my employer.”

4. If you discuss the Company, or comment about a competitor, you must identify your employment at the Company.
5. Ensure that you maintain the confidentiality of the Company's proprietary and confidential information, such as trade secrets and client lists.
6. For non-work-related topics, use a personal e-mail address as your primary means of identification.
7. Once you identify yourself as being employed by the Company in a social network, you are now connected with your co-workers, managers and even clients. Make sure that your content is professional and appropriate. Keep in mind that your supervisor may have reason to review the content. (See the "Employer Monitoring" section below.)
8. The same basic policies apply to social networking that apply to other areas of your work at the Company. For example, you may not violate the Company's Confidentiality Policy, Electronic Communications Policy, Harassment Policy, Rules of Conduct, and other relevant policies regarding workplace conduct.
9. If you have any questions about these guidelines, you should contact your supervisor.

Employer Monitoring

You should have no expectation of privacy while using the Internet. Your social networking postings can be reviewed by anyone, including the Company.

The Company reserves the right to monitor comments or discussions about the Company, its employees, including products, clients, and competitors, posted by anyone on the internet. The Company uses search tools and software to monitor forums such as blogs, and other type of social networking.

Reporting Violations

The Company requests and strongly urges employees to report any violations or possible or perceived violations to supervisors, managers, or Human Resources. Violations include discussions of the Company, its employees or clients, any proprietary information and any unlawful activity related to social networking.

- **Violation of this policy can lead to disciplinary action up to and including termination of employment.**



Addendum 1 – North Dakota Handbook Addendum

Addendum 2 – Insurance Addendum

Addendum 3 – Retirement Addendum

Addendum 4 –Annual Leave/Vacation Addendum

Addendum 5 – Sick Leave Addendum

Addendum 6 - Tuition Reimbursement

Addendum 1 - North Dakota Handbook Addendum

The Company and Authority will comply with applicable state laws in those states where it conducts operations. Set forth below is a brief summary of some of the state-specific requirements in North Dakota.

Equal Opportunity Employer

We are an equal opportunity employer. Every qualified applicant and employee are recruited, employed, evaluated and considered for promotion without regard to any protected characteristic, including race, color, religion, sex, pregnancy, national origin, physical or mental disability, genetic information, age, marital status, receipt of public assistance, or participation in lawful activities during nonworking hours off of the Company's premises that aren't in direct conflict with the Company's essential business-related interests.

Meal Breaks

The Company will provide for one (1) 30-minute unpaid meal break, plus two (2) fifteen-minute paid breaks, to employees who work in excess of five (5) hours. During extended shifts, such as snow events, no more than two (2) unpaid 30-minute breaks will be deducted.

Deductions from Pay

The Company will make deductions from wages if required under law or court order or authorized in writing.

Military Leave

Employees serving with the National Guard and Reserve are entitled to leave without loss of pay for the first 30 days less any other paid leave the Company has granted during the calendar year. If leave is required during weekend, daily, or hourly periods, employees have the option of taking time off without pay or rescheduling their scheduled hours.

Weapons

Employees may store a firearm in his/her parked vehicle so long as so the firearm is locked in the vehicle.

Addendum 2 - Insurance Addendum

Health Insurance

Full time employees are eligible for health insurance coverage on the (first) day of the month following the employee's date of hire. Health insurance coverage for employee, employee plus spouse and employee plus family requires an employee contribution. The contribution percentage/amount, which may fluctuate, is currently 25% employee paid and 75% employer paid. Premiums for coverage are collected one month in advance, meaning the coverage will be effective one month after premiums have been paid.

Upon leaving Authority employment, the employee may be entitled to continue health insurance coverage at the employee's expense as required by law.

Short and Long-Term Disability Insurance

Full time employees are provided long-term disability insurance with the option of purchasing short-term disability insurance on their own. Monthly premiums are paid by the Authority for long-term disability insurance. All accrued and unused sick leave and vacation leave must first be used before accessing the insurance.

Addendum 3 - Retirement Addendum

Retirement Program

The Municipal Airport Authority, as a political subdivision, participates in the North Dakota State Retirement System.

The Authority will match contributions by eligible full-time employees as directed by North Dakota Public Employees Retirement System (NDPERS).

Addendum 4 - Annual Leave/Vacation Addendum

Annual leave (vacation) with pay is granted to full-time, part-time, and full-time temporary employees.

Annual Leave Accrual

Employees will earn annual leave, at a specified rate based on actual hours worked and/or paid leave hours up to 80 hours per pay period. Part-time employees will earn annual leave on a pro-rated basis based on actual hours worked and/or paid leave hours up to 80 hours per pay period. Annual leave accrual begins on the first day of employment. The rate of accumulation is based on the employee's length of service as follows:

Years of Service	Accrual Rate per Hour Worked	Maximum Hours Accrued per Pay Period	Maximum Hours Accrued Per Year
1 st through 3 rd	.0462	3.696 or 3 hours and 42 minutes	96 hours
4 th through 7 th	.0577	4.616 or 4 hours 37 minutes	120 hours
8 th through 12 th	.0692	5.536 or 5 hours and 28 minutes	144 hours
13 th through 18 th	.0808	6.464 or 6 hours and 28 minutes	168 hours
19 th and subsequent	.0923	7.384 or 7 hours and 24 minutes	192 hours

Under special circumstances, for positions that are hard to fill, the Airport Executive Director may submit a request to the MAA to consider an exception. Typically, an exception would involve starting a new employee at the 4 to 7 year accrual level where they would remain until their 7th year of employment.

Annual Leave Accrual for Aircraft Rescue and Firefighter (ARFF) Employees

Airport Rescue and Firefighter (ARFF) employees, because of their schedules and work hours, earn annual leave which includes holidays. The rate of accumulation of annual leave for fire suppression employees is based upon the employee's length of service as follows:

Years of Service	Accrual Rate per Hour Worked	Maximum Hours Accrued Per Year
1 st through 3 rd	.0865	252 hours
4 th through 7 th	.0989	288 hours
8 th through 12 th	.1113	324 hours
13 th through 18 th	.1236	360 hours
19 th and subsequent	.1360	396 hours

Annual leave for fire suppression employees is charged on a tour-day basis.

Floating Holiday:

Eight hours of leave (12 hours for fire suppression employees) will be added to a full-time (including full-time temporary) employee's accumulated annual leave each year as a floating holiday credit. This leave may be used as annual leave when requested by the employee and approved by the immediate supervisor and/or department head. New employees will be credited with annual leave by the immediate supervisor and/or department head.

Accrual for Part-time Temporary and Seasonal Employees

Part-time temporary (seasonal) employees will earn annual leave based on hours worked in the previous service year (from their date of hire to the employment anniversary date and subsequent service years) as follows:

1. Employees who work 1,040 hours in a service year will receive three (3) days (24 hours) of annual leave in a lump sum accrual upon completing the year of service.
2. Employees who work 1,560 hours in a service year will receive five (5) days (40 hours) of annual leave in a lump sum accrual upon completing the year of service.

Employees who transfer from a regular position to a part-time temporary or seasonal position retain their annual leave accumulation and will transition to the part-time/seasonal accrual schedule effective the date of their transfer. Upon the completion of the service year, eligible employee will receive a prorated lump sum accrual as follows:

For those who have worked at least 1,560 hours, the hours worked between the employee's transfer to a temporary or seasonal position and their employment anniversary date will be multiplied by .01923. For those who have worked at least 1,040 hours, the hours worked between the employee's transfer to a temporary or seasonal position and their employment anniversary date will be multiplied by .01154.

Hours Worked (between transfer to temp/seasonal and anniversary date)	Accrual Rate per Hour Worked	Maximum Hours Accrued Per Year
1,040	.01154	24
1,560	.01923	40

Employees who transfer from a part-time temporary or a seasonal position to a regular full-time position will retain their annual leave accumulation.

Maximum Accrual

Employees may accrue annual leave up to 256 hours as of December 31st, which may be carried over to the next fiscal year. The annual leave balance, including all hours accrued by the end of the 26th pay period, minimum any annual leave hours used on or before December 31 determines the year end annual leave accrual. Any hours over 256 will be forfeited.

Fire suppression employees may accrue annual leave up to 508.5 hours which may be carried over to the next fiscal year. Any accumulated hours in excess of this amount shall be forfeited.

Annual Leave Usage

Annual leave is paid at the employee's regular base rate of pay at the time the leave is taken. Annual leave is available for use the pay period following the period in which the leave is accrued (i.e., hours accrued during pay period one is available for use beginning pay period two)

Addendum 5 - Sick Leave Addendum

Employees accrue sick leave at a specified rate based on actual hours worked and/or paid leave hours up to 80 hours per pay period. Sick leave may accrue to a maximum of 960 hours. At the end of each calendar year, or at the time of termination, 44.4% of the accrued sick leave in excess of 960 hours will be paid to the employee, without interest. The amount of such compensation is computed by multiplying the number of hours of banked sick leave in excess of the maximum by 44.4% and then by the employee's hourly pay rate, including longevity pay.

Part-time employees will earn leave on a pro-rated basis based on hours worked. Sick leave accrual begins on the first day of employment. The rate of accumulation is based on the employee's length of service as follows:

Years of Service	Accrual Rate per Hour Worked	Maximum Hours Accrued per Pay Period	Maximum Hours Accrued Per Year
1 st through 10 th	.0462	3.696 or 3 hours and 42 minutes	96 hours
11 th and subsequent	.0692	5.536 or 5 hours and 33 minutes	144 hours

Accrued and unused sick leave may be used for illness or injuries not resulting from employment. Accrued and unused sick leave may also be used on a limited basis to care for members of the employee's immediate family. Immediate family is defined as parent, child, stepchild, brother, brother-in-law, sister, sister-in-law, spouse, parent of the spouse, grandparents, grandchild, or wards of the employee. Not more than one (1) day of sick leave may be used for attendance upon a member of the immediate family requiring the care or attendance of an employee, with the exception that more than one (1) day may be approved for this purpose if supported by a written statement from the attending physician, including and explanation of why the employee's attendance is necessary.

Sick Leave Accrual for Aircraft Rescue and Firefighter (ARFF) Employees

Airport Rescue and Firefighter (ARFF) employees accrue sick leave at a rate of 11.2 hours per calendar month of fulltime service. Fire Suppression employees may accrue sick leave to a maximum of 1,344 hours. At the end of each calendar year or at the time of termination, 44.4% of the accrued sick leave in excess of 1,344 hours shall be paid to the employee, without interest.

The amount of such compensation is computed by multiplying the number of hours of banked sick leave in excess of the maximum by 44.4% and then by the employee's hourly pay rate, including longevity pay.

After a Fire Suppression employee has completed ten years of service, sick leave accrues at 16.8 hours per calendar month of full-time service. The rate of accumulation is based on the employee's length of service as follows:

Years of Service	Accrual Rate per Hour Worked	Maximum Hours Accrued per Pay Period	Maximum Hours Accrued Per Year
1 st through 10th	.0462	5.17 or 5 hours and 10 minutes	134.4 hours
11 th and subsequent	.0692	7.75 or 7 hours and 45 minutes	201.6 hours

Sick leave for fire suppression employees is charged on a tour-day basis.

Accrual for Part-time Temporary and Seasonal Employees

Part-time temporary (seasonal) employees will earn sick leave based on hours worked in the previous service year (from their date of hire to the employment anniversary date and subsequent service years) as follows:

1. Employees who work 1,040 hours in a service year will receive three (3) days (24 hours) of sick leave in a lump sum accrual upon completing the year of service.
2. Employees who work 1,560 hours in a service year will receive five (5) days (40 hours) of sick leave in a lump sum accrual upon completing the year of service.

Employees who transfer from a regular position to a part-time temporary or seasonal position retain their sick leave accumulation and will transition to the part-time/seasonal accrual schedule effective the date of their transfer. Upon the completion of the service year, eligible employee will receive a prorated lump sum accrual as follows:

For those who have worked at least 1,560 hours, the hours worked between the employee's transfer to a temporary or seasonal position and their employment anniversary date will be multiplied by .01923. For those who have worked at least 1,040 hours, the hours worked between the employee's transfer to a temporary or seasonal position and their employment anniversary date will be multiplied by .0077.

Hours Worked (between transfer to temp/seasonal and anniversary date)	Accrual Rate per Hour Worked	Maximum Hours Accrued Per Year
1,040	.01154	24
1,560	.01923	40

Employees who transfer from a part-time temporary or a seasonal position to a regular full-time position will retain their annual leave accumulation.

Other

No compensation shall be payable to an employee for unused sick leave upon termination of employment unless the employee has been employed by the Authority for twenty (20) years and has at least 1,000 hours of accrued and unused sick leave.

Addendum 6 - Tuition Reimbursement

The Municipal Airport Authority provides educational assistance opportunities for employees to continue their education improve skills and job performance and/or to prepare themselves for promotional opportunities within the City. Full-time regular employees are encouraged to enroll in job related educational programs and may request financial assistance. Regular part-time employees who are benefit-eligible may receive some assistance for job related courses

In order to qualify for tuition reimbursement:

1. Employees must have successfully completed their probationary period in order to be eligible for tuition reimbursement. A Department Head can request an exception to this eligibility requirement if the employee's continuing education is essential to department operations.
2. Job-related educational programs must be taken from accredited institutions of postsecondary higher learning or vocational/technical schools.
3. The appropriate department head and his/her supervisor must pre-approve the educational course.
4. Requests for approval must be submitted in writing and approved by the department head and his/her supervisor prior to the first day of the course. The written documentation must contain the employee's name, the name of the school, the course title and brief outline, and a statement from the employee outlining her/his own assessment of the job relevance of the course.
5. All course work must be completed on the employee's personal time Department head approval is necessary to attend classes during working hours. The needs of the department take first priority.
6. Full-time employees are eligible for an annual reimbursement limit of \$2,000 Part-time (benefit eligible) employees are eligible for an annual reimbursement limit of \$800. Charges for activity fees and books are not included in tuition costs. Tuition will be reimbursed according to the following schedule

	Course Level	Grade Earned	Reimbursement
Full-time employees	Graduate	C or higher	75% up to \$500
Full-time employees	Undergraduate/business/ tech	C or higher	75% up to \$500
Part-time employees (benefit eligible)	Undergraduate/business/ tech	C or higher	\$200

7. Employees must request reimbursement from the MAA by submitting a "Request for Tuition Reimbursement" documentation along with copies of grade transcripts and a statement/receipt of paid tuition from the school. In addition, a completed "Tuition Repayment Agreement" form is required. Requests for reimbursement must be submitted within 30 days of the completion of the course.
8. Employees who leave employment (voluntary or involuntary termination) within 12 months of receiving tuition reimbursement will be required to pay back the MAA according to the following schedule:
 - Up to 6 months after reimbursement, 75% repayment
 - 6 to 12 months after reimbursement, 50% repayment
 - After 12 months no repayment
9. Prior to receiving tuition reimbursement employees are required to enter into an agreement with the MAA agreeing to repay the reimbursement upon the terms contained in this policy.

Addendum 7 - Longevity Pay

The Municipal Airport Authority's longevity pay plan for all full-time employees is as follows:

After 10 years	\$25.00/month
After 15 years	\$50.00/month
After 20 years	\$75.00/month
After 25 years	\$100.00/month
After 30 years	\$125.00/month

The longevity pay is added to the employee's salary and is included in the calculation of overtime pay as required by the Fair Labor Standards Act (FLSA).

Employee Acknowledgement Form

I understand that this employee handbook describes important information about the Corporation and the Authority, and that I should consult my supervisor regarding any questions not answered in the handbook.

Since provisions of the handbook are subject to change, I further understand that revisions to the handbook may supersede or eliminate one or more existing policies.

My employment relationship with the Corporation and the Authority is voluntarily entered into and is subject, within provisions of state and federal law, to termination by me or my employer at will, with or without cause, at any time either party believes such action to be appropriate.

I acknowledge that this handbook is not a contract of employment. I have received, read, understood, and will comply with both the policies contained in this handbook and any subsequent revisions.

I also understand that this handbook is mine to use only while I am a Corporation Employee, and that it remains the property of the Corporation.

I acknowledge that I've received this handbook with my electronic signature below or signature below.

Printed Name

Signature

Date