



A G E N D A
Tuesday, July 25, 2023
8:00 a.m.

1. Approve the minutes of the Regular Meeting held July 11, 2023.
2. Approve the airport vouchers totaling \$238,775.23.
3. Approve the individual vouchers:
 - A. MEAD & HUNT - \$634,308.14
Passenger Terminal Expansion Design & Bidding.
 - B. MEAD & HUNT - \$2,145.25
Security Access System Upgrade.
 - C. MEAD & HUNT - \$43,422.84
Cargo Apron Glycol Sewer Forecemain.
 - D. BORDER STATES PAVING - \$4,090.50
East Economy Parking Lot.
 - E. MEAD & HUNT - \$31,461.58
North General Aviation Area Apron Expansion.
 - F. MEAD & HUNT - \$19,503.30
Long Term Parking Lot Expansion.
4. Certify Mill Levy to the Board of City Commissioners for 2024 Improvements, per Section 2-06-14 of the North Dakota Century Code (\$1.7 million, not to exceed two (2) mills).
5. Receive notice from FAA Real Estate to exercise their second five-year option to lease space in the Eastside Terminal Building.
6. Receive notice from CNH Industrial regarding alteration of activated area for Site 2 FTZ at 1330 43rd Street North.

7. Authorize attendance at the ARFF Working Group Conference, September 25-28, 2023, Milwaukee, WI.
8. Discuss crisis management.
9. Selection Committee for proposed parking ramp and elevated walkway CMAR.
10. Airport construction and security update.

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

July 11, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, July 11, 2023, at 8:00 a.m.

Present: Engen, Berg, Kapitan, Ekman, Cosgriff
Absent: None
Others: Bossart, Strand

Chair Cosgriff presiding.

The Chair called for a motion to approve the order of the agenda.

Berg stated he would like to add one item to the agenda, to discuss the next step for the parking structure. The item was added after Item 3E.

Berg moved to approve the order of the agenda.

Second by Ekman.

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

Approved the Minutes of the Regular Meeting Held June 27, 2023:

Kapitan moved to approve the minutes of the Regular Meeting held June 27, 2023.

Second by Berg.

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

Approved the Airport Vouchers Totaling \$195,790.97:

Engen moved to approve the airport vouchers totaling \$195,790.97.

Second by Kapitan.

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

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. FLINT GROUP - \$18,864.87
2023 Marketing Program.
- B. TL STROH ARCHITECTS - \$706.00
Parking Lot Exit Plaza.

Approved the Individual Vouchers: (Continued)

- C. VOLAIRE AVIATION - \$1,875.00
Air service data subscription.
- D. SUN ELECTRIC - \$104,358.80
Partial Payment Request #13, Security Access System Upgrade.
- E. NORTHERN IMPROVEMENT COMPANY - \$72,692.55
Partial Payment Request #1, Long Term Parking Lot Expansion Project.

Second by Kapitan.

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

Continued Discussion on Parking Structure:

Discussion was held regarding the next steps to take regarding a parking structure.

Berg moved the MAA do a Request for Qualifications for an architect and a construction manager at risk for a 1,000-space parking structure with a connecting skyway, using the same process as for the terminal expansion project, with a recommendation for a decision to be made at our August 22 meeting.

Second by Kapitan.

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

Received May 2023 Financial Statement:

Berg moved to receive and file the May 2023 Financial Statement.

Second by Kapitan.

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

Received Proposal from Motorola Solutions for 800 MHZ Radio System for ARFF (State of North Dakota Contract):

Fire Chief Noyes presented a draft proposal from Motorola Solutions for an 800 MHZ Radio System under the State of North Dakota contract at a cost of \$51,910.04. He stated this new system will allow the airport ARFF staff to communicate with all of the other emergency/first responders with which we work. He stated there is a current grant program in place until May 2024 for up to \$18,000 in reimbursement. He added that the actual total will be slightly less because the quote includes eight (8) multi chargers and we will need only two.

Berg moved to approve the proposal from Motorola Solutions for the purchase of the 800 MHZ Radio System for the ARFF station.

Second by Kapitan.

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

Reviewed Preliminary 2024 Budget:

Dobberstein presented and reviewed the 2024 budget.

There was discussion on the payroll budget and an allowance for additional positions not yet filled. Berg stated he would like to consider adding a CFO type contract or person in that role to support our staff as a placeholder in the budget. The amount of \$200,000 was suggested.

Ekman moved to add a CFO position to the 2024 budget.

Second by Berg.

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

Engen, Kapitan voted no. Motion carried.

Employee benefits costs were discussed. It was requested that we check with PRO Resources on what other employers are doing as far as participation in health insurance premiums.

Berg moved to approve the preliminary 2024 budget as presented.

Second by Kapitan.

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

The mill levy will be certified to the Board of City Commissioners at the next meeting, July 25, 2023.

Kapitan moved to adjourn the meeting.

Second by Berg.

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

VOUCHERS FOR AUTHORITY APPROVAL - JULY 25, 2023		
AG SPRAY EQUIPMENT	MATERIALS FOR WEED SPRAYING	\$886.50
AIRPORT LIGHTING COMPANY	AIRFIELD LIGTHING	\$473.76
AIRSIDE SOLUTIONS	AIRFIELD LIGHTING	\$1,563.15
AIRSIDE SOLUTIONS	AIRFIELD LIGHTING	\$2,302.98
ALLIED UNIVERSAL SERVICES	SECURITY GUARD SERVICE JUNE 16-22	\$3,753.25
ALLIED UNIVERSAL SERVICES	SECURITY GUARD SERVICE JUNE 23-29	\$3,765.78
ALL-TERRAIN GROUNDS MAINTENANCE	WEED CONTROL/FERTILIZER, MAINT OF ENTRANCE SIGN AREA	\$13,145.00
A-OX WELDING SUPPLY	WELDING SUPPLIES - MAINT SHOP	\$19.59
BEATON FARMS	REFUND OF 2023 RENT - PIPELINE EASEMENT	\$5,045.32
BENCO EQUIPMENT	ELECTRIC CORD REELS - MAINT SHOP/SRE BUILDING	\$5,000.00
BORDER STATES INDUSTRIES	WIRE TRACER FOR LOCATES, PLY MULETAPE	\$984.12
BUTLER MACHINERY CO.	EQUIPMENT REPAIRS - EQUIP #73	\$16,630.89
CITY OF FARGO	UTILITIES	\$4,879.21
CITY OF FARGO	UTILITIES - STORM SEWER	\$459.17
CITY OF FARGO	POLICE HOURS - JUNE 2023	\$42,785.79
DAKOTA FENCE COMPANY	REPAIRS TO AIRPORT PERIMETER FENCE	\$8,840.00
FARGO TIRE SERVICE, INC.	TIRE REPAIR - EQUIP #34	\$41.00
GH JANITORIAL SERVICE	CLEANING TSA OFFICES, W. TERMINAL, JUNE	\$440.00
HAUGEN MOECKEL & BOSSART	LEGAL SERVICES - JUNE	\$8,050.00
HM CRAGG	REPLACEMENT BATTERIES FOR BACKUP SYSTEM	\$22,133.88
HOLMEN, ANDREW	AIRFARE - WINTER HUB TRAINING, JULY 16-18, DALLAS	\$450.80
HOLMEN, ANDREW	AIRFARE - ASOS ADVANCED TRAINING, AUG 23-25, WASH DC	\$578.45
HOLMEN, ANDREW	AIRFARE - AIRFIELD LIGHTING TRNG, AUG 8-10, COLUMBUS, OH	\$776.39
HOLMEN, ANDREW	TRAVEL - AAAE HUB WINTER OPS CONF, DALLAS, TX, JULY 16-18	\$128.00
LEIBOWITZ & HORTON	PROFESSIONAL FINANCIAL SERVICES - JUNE	\$9,160.00
NORTH DAKOTA ONE CALL	LOCATE TICKETS - JUNE	\$40.70
PARSONS ELECTRIC	UTILITY LOCATES	\$140.00
PRO RESOURCES CORPORATION	PAYROLL, TAXES, FEES JUNE 26 - JULY 9, 2023	\$83,119.58
PRO RESOURCES CORPORATION	PAYROLL, TAXES, FEES RETRO MILITARY PAY	\$907.38
S & L COMPUTER SERVICES, INC.	TECH SERVICES - ARFF	\$117.50
S & L COMPUTER SERVICES, INC.	TECH SERVICES - JULY	\$649.50
S & L COMPUTER SERVICES, INC.	TECH SERV ICES - ARFF STATION - JULY	\$273.00
STRUCTURAL MATERIALS INC.	ANCHORS FOR AIRFIELD SIGNAGE	\$104.00
WALLWORK TRUCK CENTER	EQUIPMENT REPAIRS - #27	\$1,130.54
		\$238,775.23

shawn

From: McDaniel, Teresa (FAA) <Teresa.McDaniel@faa.gov>
Sent: Monday, July 10, 2023 10:04 AM
To: shawn
Subject: FAA LEASE NO. 697DCM-18-L-00060 SA 2: Option to Extend Term

Good morning, Shawn:

Hope you are doing well. The subject lease expires 9/30/2023, and the FAA has a continuing need to lease the space. As per the Lease Article 6.2.5-1 Option(s) to Extend Term, the FAA would like to exercise this option for five additional years at the annual rate of \$17,409.72 payable at the monthly rate of \$1,450.81, starting October 1, 2023 through September 30, 2028. Please confirm and I will send you Supplemental Agreement 2 for signature.

Thank you,

Teresa McDaniel
Real Estate Contracting Officer
Federal Aviation Administration
Real Estate Branch, AAQ-920
817-222-5409
Teresa.McDaniel@faa.gov

U.S. Department of Transportation Federal Aviation Administration SUPPLEMENTAL AGREEMENT	SUPPLEMENTAL AGREEMENT NO. 2 TO FAA CONTRACT NO. 697DCM-18-L-00060
DESCRIPTION or ADDRESS OF PREMISES: Approximately 2,041 square feet of space at 1801 23rd Avenue North, Fargo, North Dakota 58108.	
<p>THIS AGREEMENT, made and entered into this date by and between Municipal Airport Authority of the City of Fargo, North Dakota, hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:</p> <p>WHEREAS, on October 17, 2018, the Lessor and the Government entered into Lease No. 697DCM-18-L-00060, as amended by Supplemental Agreement No. 1, dated February 3, 2021, for the consideration and purpose more particularly stated in said lease; and</p> <p>WHEREAS, said lease expires on September 30, 2023, and the Government has a continuing need to occupy the leased premises; and,</p> <p>WHEREAS, said lease contains Article 6.2.5-1 Option(s) to Extend Term for five additional years at the annual rate of \$17,409.72 payable at the monthly rate of \$1,450.81, and the Government has informed Lessor of plans to exercise this option, starting October 1, 2023 through September 30, 2028; and</p> <p>WHEREAS, the parties hereto desire to amend the above real estate contract effective as of October 1, 2023.</p>	
<p>NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said real estate contract is amended, as follows:</p> <p>Amend Article 6.2.5 Term to read as follows:</p> <p>6.2.5 TERM - The Government exercises the option to extend this lease for an additional period of five (5) years, commencing on October 1, 2023 and continuing through September 30, 2028, inclusive, provided that adequate appropriations are available from year to year for the consideration herein.</p> <p>All other terms and conditions of the real estate contract shall remain in full force and effect.</p>	
<p><input type="checkbox"/> Lessor is required to sign this document and return 1 copy to the issuing office. <input checked="" type="checkbox"/> Lessor is NOT required to sign this document.</p> <p>UNITED STATES OF AMERICA</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p><u><i>Teresa M. McDaniel</i></u> Teresa M. McDaniel Real Estate Contracting Officer</p> </div> <div style="width: 45%; text-align: right;"> <p><u>7/20/2023</u> Date</p> </div> </div>	



**MUNICIPAL AIRPORT AUTHORITY
OF THE
CITY OF FARGO**

July 6, 2023

Christopher Misson
Area Port Director
U.S. Customs and Border Protection
Office of Field Operations (Seattle-FO)
Pembina Port of Entry
10980 I-29
Pembina, ND 58271

Dear Mr. Misson,

Please be advised that the Municipal Airport Authority of the City of Fargo acts as the Zone Grantee for FTZ 267.

We concur with the request from CNH Industrial to alter their activated area per the information provided to you by their representative Lynn Larson dated July 7, 2023.

Please let me know if you have any questions. We look forward to your prompt review and concurrence of the CNH Industrial request.

Sincerely,

Shawn A. Dobberstein, AAE
Shawn A. Dobberstein, AAE
Executive Director

07/07/2023

Subject: Alteration to Activated Area

Brad Stroud
Assistant Area Port Director - Tactical
US Customs and Border Protection
Area Port of Pembina, North Dakota
Pembina, ND 58271

I am writing to request your approval for the alteration of our activated area within Site 2 of FTZ 267.

Enclosed is an overhead image, which shows the total area within our facilities that we wish to activate.

A letter of concurrence from the Zone Grantee will follow.

Thank you for your attention to this matter.

Sincerely

LYNN LARSON

Lynn Larson
Senior Import Specialist - FTZ Manager
CNH Industrial America, LLC

Buhler Building
1330 43rd St N
Fargo ND 58102

321,908 square footage (area outlined in Blue)

[https://www.google.com/maps/place/1330+43rd+St+N,+Fargo,+ND+58102/@46.8936963,-96.8580847,540m/data=!3m1!1e3!4m5!3m4!1s0x52c8cae2eedaca7b0xe2984e638654330818m2!3d46.8936529!4d-](https://www.google.com/maps/place/1330+43rd+St+N,+Fargo,+ND+58102/@46.8936963,-96.8580847,540m/data=!3m1!1e3!4m5!3m4!1s0x52c8cae2eedaca7b0xe2984e638654330818m2!3d46.8936529!4d-96.8581397)





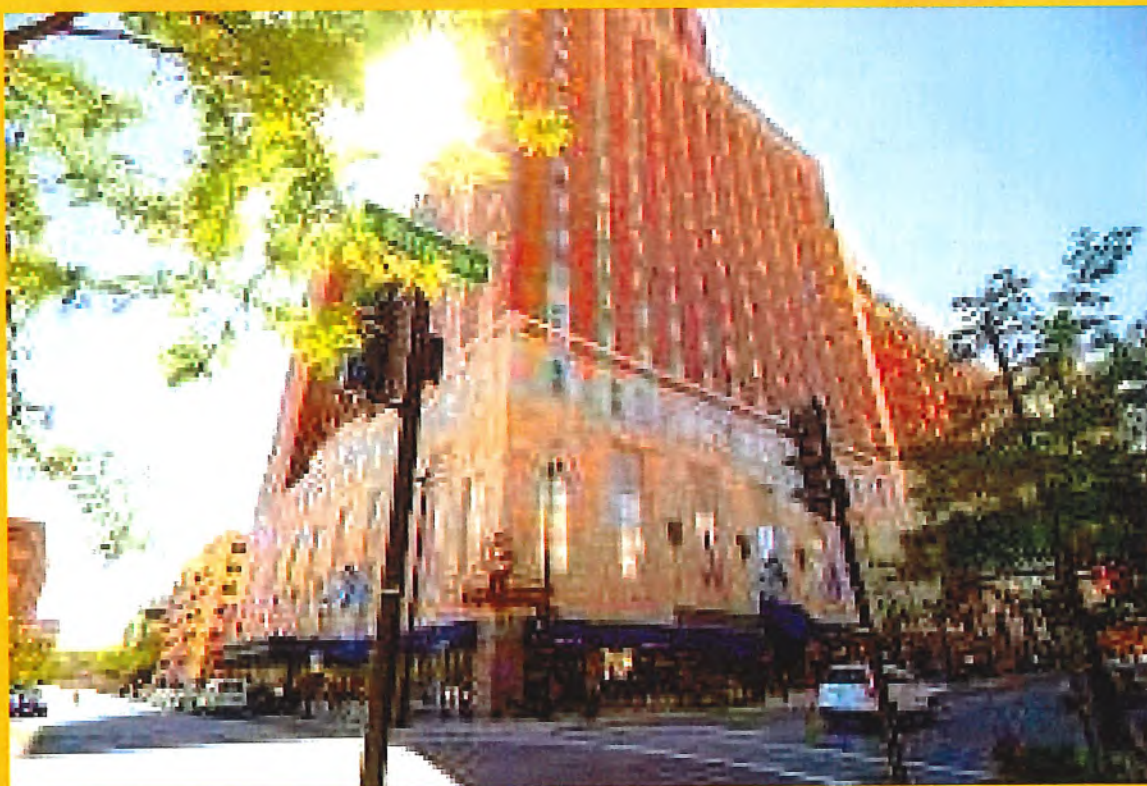
AIRCRAFT RESCUE & FIRE FIGHTING

*To Promote the Science and Improve
the Methods of Aviation Fire Protec-
tion and Prevention.*

WELCOME TO THE...

33rd Annual Int'l Educational Symposium

September 25-28, 2023



Hilton Milwaukee City Center Hotel
509 W. Wisconsin Ave.
Milwaukee, WI 53203

2
0
2
3

M
I
L
W
A
U
K
E
E

WI

2022 PHOTOS



You are cordially invited to the ARFF Working Group's 33rd Annual Int'l Educational Symposium

Welcome to Milwaukee, WI. From the beautiful Lake Michigan to Harley Davidson motorcycles, to catching a show at the Milwaukee Symphony Orchestra to cheering on their championship-winning sports teams, or to celebrating community festivals. The extraordinary culture of Brew City is one that can be experienced at any time throughout the year. **Milwaukee is the place where good things are always brewing.**

NOTICE OF ANNUAL MEETING

Notice of the annual meeting of the Aircraft Rescue & Fire Fighting Working Group, Inc. is hereby given. The meeting will be held at the Wisconsin Center, Grand Ballroom A & B, 400 W. Wisconsin Avenue, Milwaukee, WI 53203, September 26, 2023. The meeting is called for the purpose of receiving annual reports of the Officers and Directors, and to transact such business which comes before the ARFFWG.

The ARFF Working Group Annual Int'l Educational Symposium is the premier event for the aviation firefighting industry. We expect more than 60+ companies to exhibit at this year's program. This is the perfect opportunity to visit and shop for products and services that deal specifically with the aviation fire safety and protection industry.

REGISTER NOW

Your commitment to the ARFFWG helps to fund not only the Annual Symposium, but other educational programs promoted and supported by the ARFFWG throughout the year. The basic registration for the 2022 symposium is \$625 (prior to June 15th) member rate, and includes full attendance rights to all ARFFWG activities. The ARFFWG registration also includes one ticket to this year's "Final- Breakout" at the end of the symposium. Recommended travel dates for arrival is 9/24 and departure is 9/29. On-site registration will take place on Monday, September 25th at the Wisconsin Center outside the Grand Ballroom from 3:00 pm through 7:00 P.M. and on Tuesday, September 26th from 7:30 A.M. through

BOARD OF DIRECTORS ELECTIONS

Nominations will be received for Directors from **ODD** Numbered Sections outlined in the current ARFFWG Bylaws until June 25, 2023. Directors of the ARFFWG carry out the management functions of the ARFFWG. From these Directors five (5) Officers are chosen who are delegated to run the day to day administration. The Director positions are an excellent opportunity to become directly involved in ARFFWG operations.

We encourage each of you to consider running. Nomination forms are available from ARFFWG headquarters or on the website. Nomination forms must be received no later than June 25, 2023. All nominees will be allowed an opportunity to introduce themselves, and address the audience during the Business Meeting on Tuesday, September 26th at 1:30 pm local time. All nomination forms will be posted for all to read.

PAST CHAIRS

1990—1995	Mark Lawler	2007—2008	Jim Nilo
1995—1996	Paul Looney	2008—2011	John Anderson
1996—1999	Gary Schott	2011—2014	David Whitaker
1999—2000	Jack Kreckie	2014—2016	Duane Kann
2000—2001	Bill Wekenborg	2016—2017	Paul Powell
2001—2002	Kevin Elmore	2017—2018	Jason Graber
2002—2004	Bill Stewart	2018—2019	Beth Hendel
2004—2007	Bob Lindstrom	2019—2021	Ron Krusleski
		2021—2023	Jason Schnase



Current Chair
Jason Schnase
Port of Seattle

HOTEL & CITY INFORMATION

Built in 1927, this Art Deco hotel retains many of its original features and is connected by skywalk to the Wisconsin Center. It is within a mile of the Pabst Theater, Milwaukee Art Museum, Fiserv Forum, and Deer District.

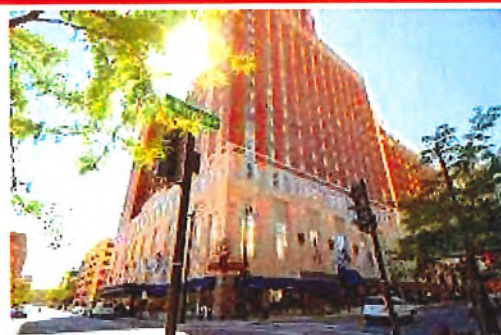
Settle in for classic Wisconsin pub fare at Miller Time Pub & Grill, modern fine dining at Milwaukee ChopHouse, or an impressive list of wines and cocktails at the elegant Monarch Lounge. The hotel also has an on-site Starbucks for guests to enjoy.

HOTEL ACCOMMODATIONS

Hotel room rate is \$179 single/double per night plus applicable taxes. The room block is limited so please make your reservations early. The room block may fill-up prior to the cut-off. Reservations can be made at this [LINK](#).

ROOM BLOCK CUT-OFF DATE IS AUGUST 31, 2023

A negotiated Self-Parking rate at the hotel is \$15. There is no Valet Parking available.



VISIT MILWAUKEE



VISIT Milwaukee is proud to showcase all the city and its surrounding region has to offer. Please take advantage of the tools, like the official [Visitors Guide](#), "[Welcome to Milwaukee](#)" microsite that highlights upcoming events, discounted deals, local resources, and more. Make sure you take advantage of the awesome [Milwaukee Passes](#) - with discounts on food, sweets, performing arts, beer, and more, you're sure to find your favorite spot or discover something brand new. Passes are free to access and easy to use.

PABST MANSION



BOBBLHEAD MUSEUM



3RD STREET MARKET



TENTATIVE SCHEDULE OF EVENTS

MONDAY, SEPT. 25

8:00 AM - 1:00 PM	Golf Tournament
11: 00 am - 6:00 pm	Exhibitor Move In Registration
3:00 pm - 7:00 pm	Attendee Registration
4:00 pm—5:30 pm	Vendor Roundtable
6:30 pm - 8:30 pm	Welcome Reception

TUESDAY, SEPT. 26

8:00 am - 9:00 am	Breakfast w/Exhibitors
9:00 am - 9:30 am	Opening Ceremonies
9:30 am - 10:30 am	Keynote Speaker
10:30 am - 11:00 am	Coffee Break w/Exhibitors
11:00 am - 12:00 pm	Educational Presentation
12:00 pm - 1:30 pm	Awards Luncheon
1:30 pm - 2:30 pm	Business Meeting
2:30 pm - 3:00 pm	Coffee Break
3:00 pm - 3:45 pm	Educational Presentation

WEDNESDAY, SEPT. 27

8:00 am - 9:00 am	Breakfast w/Exhibitors
9:00 am - 10:00 am	Educational Session
10:00 am - 11:00 am	Educational Session
11:00 am - 11:30 am	Coffee Break w/Exhibitors
11:30 am - 12:00 pm	Educational Session
12:00 pm - 1:30 pm	Lunch W/Exhibitors
1:30 pm - 4:00 pm	Educational Presentations

THURSDAY, SEPT. 28

8:00 A.M.—9:00 A.M.	Breakfast w/Exhibitors
9:00 A.M.—10:30 A.M.	Educational Sessions
1030 A.M.—11:00 A.M.	Coffee Break w/Exhibitors
11:00 A.M.—12:00 P.M.	Educational Session
12:00 P.M.—1:30 P.M.	Lunch w/Exhibitors
1:30 P.M.—4:00 P.M.	Exhibitor Tear Down
1:30 P.M.—4:00 P.M.	Educational Sessions
3:00 P.M.—3:30 P.M.	Coffee Break
3:30 P.M. - 4:30 P.M.	Educational Session

CALL FOR PAPERS—SYMPOSIUM TOPICS

If you are interested in presenting at this program, a "Call for Papers" is currently being advertised. Use this [FORM](#) for submission and send it to Barbara@arffwg.org. **Deadline to submit is June 5, 2023.** Our program fills up quickly, submit your paper soon! Here are just a few of the subject matter topics we would like to see presented:

- Case studies on recent events and aircraft incidents
- Hot topics and areas of concerns for the ARFF community
- The future for ARFF and International ARFF
- ARFF Involvement in airport operations & aircraft recovery
- New technology

[REGISTER TO ATTEND NOW!](#)

2022 EXHIBITORS

139 Fire
AAAE/ANTN
Arcadis U.S., Inc.
ATW ARFF Training Center
Baby B'Air Flight Vests
Beyer Airfield Services
BIOEx USA
Blue Grass Airport RATC
Charlotte County Fire-EMS
Company Two
Dafo Fomtec AB
David Clark Co.
DFW Airport FTRC
Door Engineering

ECT2
E-One, Inc.
ETC Simulation
FAAC Incorporated
Fire Combat
Fire Rover
Firetrucks Unlimited
Florida State College
Forum Communications
Global ARFF Services
H.O. Bostrom
IDEX Fire & Safety
IEC Training
KFT Fire Trainer

Kirila Fire Training Fac.
Knox Company
KOVA Corp.
Morrison-Maierle
MU-FRTI
National Foam
NoFoam Systems
Oshkosh Airport Products
Paratech
Perimeter Solutions
Prosafe Fire Training Systems
Rosenbauer
Safe-Fleet
San Bernardino RETC

SEVO Industiral Fire Prot.
Simulation/Alpine Metal Tech
SSI
Stinar
Switlik Survival Products
Texas A&M University
ThoroughTec
TRS Group
United Plastic Fabricating
United Safety & Survivability
University of Miami
Vanguard Fire & Security
Visit Milwaukee
W.S. Darley
Ward Diesel Filter Systems
Will-Burt