

Regular Meeting

Tuesday

January 10, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 10, 2023, at 8:00 am.

The members present or absent were as follows:

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

Chairman Engen presiding.

Approved the Minutes of the Regular Meeting Held December 20, 2022:

Lind moved to approve the minutes of the Regular Meeting held December 20, 2022.
Second by Cosgriff.
On the call of the roll, Lind, Cosgriff, Kapitan, Ekman, Engen voted aye.
Motion carried.

Approved the Airport Vouchers Totaling \$479,101.71:

Lind moved to approve the airport vouchers totaling \$479,101.71.
Second by Cosgriff.
On the call of the roll, Lind, Cosgriff, Kapitan, Ekman, Engen voted aye.
Motion carried.

Approved the Individual Vouchers:

Lind moved to approve the individual vouchers as follows:

- A. MEAD & HUNT - \$7,650.00
Airfield Environmental Documentation.
- B. TF POWERS CONSTRUCTION - \$149,625.00
Partial Payment Request #7, Parking Lot Exit Plaza (general).

Approved the Individual Vouchers: (continued)

- C. TF POWERS CONSTRUCTION - \$66,262.32
Partial Payment Request #7, Parking Lot Exit Plaza (civil).
- D. PETERSON MECHANICAL - \$10,800.00
Partial Payment Request #5, Parking Lot Exit Plaza.
- E. SUN ELECTRIC - \$24,500.00
Partial Payment Request #9, Parking Lot Exit Plaza.
- F. SUN ELECTRIC - \$142,129.62
Partial payment Request #7, Security Access Upgrade Project.
- G. VOLAIRE AVIATION - \$1875.00
Air service data.
- H. FLINT GROUP - \$11,875.18
2022 Airport Marketing Program.

Second by Cosgriff.

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

Motion carried.

Received November 2022 Financial Statements:

Cosgriff moved to receive the November 2022 financial statements.

Second by Ekman.

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

Motion carried.

Cosgriff requested that when the December 2022 year end financials are complete, that the board go over the actual and budget figures for each line item in the operations and maintenance fund and review the variances.

Received Results of the Visual Preference Survey from Mead & Hunt:

Brandon Halverson, Mead & Hunt, was recognized via zoom and reviewed the results of the Visual Preference Survey conducted during the meeting on December 20, 2022. He stated they are continuing to have listening sessions with all the airport user groups.

Presentation by Landline:

Nicholas Johnson, Vice President and Head of Commercial and Network Planning for Landline, was recognized via zoom. He stated Landline is a multi-modal connection company that extends airline networks and connects airports and communities to airline networks seamlessly. He stated they have partnerships with Sun Country, American and United. He stated this proposal would be with Sun Country and would provide premium motorcoach service from Fargo to Minneapolis to link the Fargo community to Sun Country's network and unlock access to a number of cities across Sun Country's network. He stated this type of program tests the demand and captures new demand for a network. He reviewed their success at other airports such as Duluth and Rochester. Mr. Johnson gave an overview of how the program works. He stated their proposed start date would be in March 2023.

Mr. Johnson stated the benefits to the airport are that it adds new service, additional fees and parking revenue, captures those that may be driving to other airports, and it paves the way for additional air service.

After discussion and questions, Lind moved to approve a two-year contract with Landline, subject to any changes and end negotiations to finalize the contract.

Second by Kapitan.

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

Motion carried.

Received Parking Update from Gregory Pierson, SP Plus:

Gregory Pierson, Regional Manager, SP Plus, was recognized via zoom, and gave a 2022 Parking Rate Analysis and Review. In response to a recommendation, Mr. Pierson stated he would look into some type of space counting signage for the lots.

Discussed Airport Equipment Technician II Position:

Mr. Dobberstein reviewed staffing needs and proposed the creation of an Airport Equipment Technician II position (Grade A6) and renaming the current technician position to Airport Equipment Technician III (no change in job description or pay range). He stated the new position will do mechanic work part of the time and operate equipment the rest of the time. He stated the person in the current technician position has indicated his intention to leave so the plan is to advertise both positions (Airport Equipment Technician III and Airport Equipment Technician II) so we will have two Technician III's on staff until the current employee leaves.

Lind moved to approve the change to Airport Equipment Technician III and the creation of the Airport Equipment Technician II position and to fill both positions.

Second by Kapitan.

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

Motion carried.

Airport Construction and Security Update:

Terry Stroh, TL Stroh Architects, was recognized via zoom and gave an update on the parking lot exit plaza. He stated the Certificate of Occupancy should be issued by the end of the week and then Flash Parking will be able to start their 2-3 week installation process. He stated there has been a delay on the exterior siding of the building.

Mr. Jeff Klein, Mead & Hunt, was recognized and gave an update on their work on the North GA, South GA, and terminal apron projects.

The meeting was adjourned until the Annual Meeting to be held Tuesday, January 24, 2023.

Time at adjournment was 9:47 a.m.

APPROVED JANUARY 24, 2023 - SD

Annual Meeting

Tuesday

January 24, 2023

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, ND was held Tuesday, January 24, 2023, at 8:00 a.m.

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

Chair Engen presiding.

Approved the Minutes of the Regular Meeting Held January 10, 2023:

Kapitan moved to approve the minutes of the Regular Meeting held January 10, 2023.
Second by Ekman.
On the call of the roll, Lind, Cosgriff, Kapitan, Ekman, Engen voted aye.
Motion carried.

Approved the Airport Vouchers Totaling \$135,441.13:

Kapitan moved to approve the airport vouchers totaling \$135,441.13.
Second by Ekman.
On the call of the roll, Lind, Cosgriff, Kapitan, Ekman, Engen voted aye.
Motion carried.

Approved the Individual Vouchers:

Kapitan moved to approve the individual vouchers as follows:

- A. MEAD & HUNT - \$2,555.54
Security Access System Upgrade.
- B. MEAD & HUNT - \$119,894.49
Terminal design and bidding contract.
- C. MEAD & HUNT - \$163,980.00
North GA Apron Expansion.

Approved the Individual Vouchers: (continued)

- D. MEAD & HUNT - \$51,695.00
West Terminal Apron Expansion.
- E. MEAD & HUNT - \$3,011.98
East Economy Parking Lot.
- F. MEAD & HUNT - \$17,595.00
Gate #4 Boarding Bridge Replacement.
- G. MEAD & HUNT – \$209,425.00
South GA Apron Reconstruction Project.
- H. CUMMING GROUP - \$203.75
CMAR for Terminal Expansion Project.

Second by Cosgriff.

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

Motion carried.

Received December 2022 and CY 2022 Passenger and Cargo Information:

December 2022 and CY2022 passenger and cargo information was received and filed without objection.

Received Amendment #1 to Mead & Hunt Contract for Terminal Renovation & Expansion Design and Bidding Services, Increase of \$182,031.00 (LEED Certification Services – Design Phase):

Kapitan moved to approve Amendment #1 to Mead & Hunt contract for Terminal Renovation & Expansion Design and Bidding Services for an increase of \$182,031.00 for LEED Certification Services (Design Phase).

Second by Lind.

It was explained that LEED (Leadership in Energy and Environmental Design) Certification is not an FAA requirement but it does tend to give project an advantage when requesting federal funding.

After discussion, on the call of the roll, Lind, Cosgriff, Kapitan voted no.

Ekman, Engen voted aye.

Motion failed.

Received Update from Brandon Halverson, Mead & Hunt, Regarding Terminal Expansion Project:

Brandon Halverson, Mead & Hunt, was recognized via zoom. He reported that they have finished their listening sessions with airport tenants and stakeholders. He shared some visuals on design options for the terminal expansion project.

Received Proposal from Mead & Hunt for Airfield Electrical Equipment and Lighting Replacement (\$55,200.00):

Mr. Dobberstein stated in September 2022 we received a report and inventory of our airfield lighting regulators from Joel Kath, JK Engineers, who is working with Mead & Hunt. Mr. Kath was recognized and stated this project is not a critical emergency that would need to be done immediately. He stated there are sufficient spare units to allow for a planned replacement rather than under the duress of an emergency replacement. All of the regulators have exceeded the age of expected reliable service. He stated this project would be eligible for federal funding.

Ekman moved to approve the contract with Mead & Hunt for design services for the Electrical Equipment and Lighting Replacement Project for a fee of \$55,200.00.

Second by Kapitan.

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

Motion carried.

Authorized Attendance at the ARFF Leadership Conference, Daytona Beach, FL, February 26-March 1, 2023:

Kapitan moved to authorize attendance at the ARFF Leadership Conference, Daytona Beach, FL, February 26 – March 1, 2023.

Second by Ekman.

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

Motion carried.

Authorized Attendance at the Allegiant Airport Conference, April 18-20, 2023, Las Vegas, NV:

Kapitan moved to authorize attendance at the Allegiant Airport Conference, April 18-20, 2023, Las Vegas, NV.

Second by Ekman.

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

Motion carried.

Authorized Attendance at the FlyND Conference, March 5-7, 2023, Bismarck, ND:

Kapitan moved to authorize attendance at the FlyND Conference, March 5-7, 2023, Bismarck, ND.

Second by Ekman.

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

Motion carried.

Kapitan now absent.

Received Proposal from Decomm Aviation Consulting to Develop New Airline Lease and Operating Agreements Associated with the Proposed Terminal Expansion Project (\$29,952.00):

The revised proposal from John DeCoster, President, Decomm Aviation Consulting, dated January 21, 2023, was received and filed without objection.

The proposal is for services to develop and negotiate new airline leases associated with the proposed terminal expansion project.

Ekman moved to approve the proposal from Decomm Aviation Consulting for a cost not to exceed \$29,952.00.

Second by Cosgriff.

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

Absent: Kapitan

Motion carried.

Kapitan now present.

Airport Construction and Security Update:

Mr. Terry Stroh, TL Stroh Architects, reported (via zoom) that the interior of the exit plaza building is complete and passed all inspections. He reported that Flash Parking will now be coming in March rather than February to install their equipment.

Mr. Jeff Klein, Mead & Hunt, reported that we are on schedule to open bids on the south general aviation area pavement project in March. He stated they are also working on the project to replace the boarding bridge at Gate #4.

Elected Chair for Calendar Year 2023, as per Bylaws:

Kapitan moved to elect John Cosgriff Chair for calendar year 2023, as per bylaws.

Second by Lind.

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

Cosgriff abstained.

Motion carried.

Elected Vice-Chair for Calendar Year 2023, as per Bylaws:

Cosgriff moved to elect Jim Kapitan Vice-Chair for calendar year 2023, as per bylaws.
Second by Ekman.
On the call of the roll, Lind, Cosgriff, Ekman, Engen voted aye.
Kapitan abstained.
Motion carried.

Adopted Resolution of Appreciation to Outgoing Chair, Richard Engen:

Cosgriff offered the following resolution and moved its adoption:

WHEREAS, Mr. Richard Engen, has just completed a year as Chair of the Municipal Airport Authority, and

WHEREAS, During the year of Mr. Engen's chairmanship, his leadership was instrumental in the completion of the successful first year following the Municipal Airport Authority's transition away from services provided by the City of Fargo, and

WHEREAS, Mr. Engen's dedicated service and efforts toward the continued recovery from the effects of the pandemic on air travel resulted in a robust year at Hector International Airport, both in the area of air travel and airport construction and improvement projects, and

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

NOW, THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority does hereby commend Mr. Engen for his effective efforts during his year serving as Chair and looks forward to his continued service on the board.

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

Second by Kapitan.

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

Engen abstained.

The resolution was declared duly passed and adopted.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, February 14, 2023.

Time at adjournment was 9:15 a.m.

APPROVED FEBRUARY 14, 2023 – SD

Regular Meeting
2023

Tuesday

February 14,

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

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

Chair Cosgriff presiding.

Approved the Minutes of the Annual Meeting Held January 24, 2023:

Engen moved to approve the minutes of the Annual Meeting held January 24, 2023.
Second by Ekman.
On the call of the roll, Lind, Engen, Kapitan, Ekman, Cosgriff voted aye.
Motion carried.

Approved the Airport Vouchers Totaling \$509,149.99:

Engen moved to approve the airport vouchers totaling \$509,149.99.
Second by Ekman.
On the call of the roll, Lind, Engen, Kapitan, Ekman, Cosgriff voted aye.
Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. FLASH PARKING - \$10,925.26
East Economy Parking Lot.
- B. CONVERGINT TECHNOLOGIES - \$24,709.07
Final payment – US Customs equipment upgrade.
- C. VOLAIRE AVIATION - \$1,875.00
Data subscription – February.

Approved the Individual Vouchers: (continued)

- D. FLINT GROUP - \$14,543.48
2023 Airport Marketing Program.
- E. SUN ELECTRIC - \$89,422.80
Security Access System Upgrade.
- F. J-TECH - \$1,610.16
Eastside Terminal Pathogen Mitigation Project (Final).
- G. FLINT GROUP - \$18,986.14
2023 Airport Marketing Program.
- H. MEAD & HUNT - \$8,970.00
Long Term Parking Lot Expansion Project.
- I. MEAD & HUNT- \$245,970.00
North General Aviation Area Apron Expansion.
- J. MEAD & HUNT - \$34,425.00
Gate #4 boarding bridge replacement.
- K. MEAD & HUNT - \$169,855.00
Terminal Apron Expansion Project.
- L. MEAD & HUNT - \$167,540.00
South General Aviation Area Apron Expansion.
- M. TL STROH ARCHITECTS - \$1,674.00
Parking Lot Exit Plaza Project.
- N. TF POWERS CONSTRUCTION - \$102,978.00
Partial Payment Request #8 (General), Parking Lot Exit Plaza.
- O. PETERSON MECHANICAL - \$26,640.00
Partial Payment Request #6, Parking Lot Exit Plaza.
- P. TF POWERS CONSTRUCTION - \$19,165.50
Partial Payment Request #8 (Civil), Parking Lot Exit Plaza.
- Q. SUN ELECTRIC - \$39,500.00
Partial Payment Request #10, Parking Lot Exit Plaza.

Approved the Individual Vouchers: (continued)

- R. CUMMING MANAGEMENT - \$7,087.50
CMAR proposal services.

- S. MEAD & HUNT - \$3,299.00
FAA 49 CFR Part 23 / ACDBE Program.

Second by Ekman.

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

Motion carried.

Received Communication from Northstar Aviation Insurance Requesting an Extension to Their Eastside Terminal Office Lease:

The communication from Marc Lepage, Northstar Aviation Insurance, Inc., dated February 6, 2023, was received and filed without objection. The request was for a five-year extension to their lease effective May 1, 2023.

Engen moved to approve the five-year lease extension requested by Northstar Aviation Insurance, Inc.

Second by Ekman.

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

Motion carried.

Received Communication from US Customs and Border Protection Extending the General Aviation Facility (GAF) Lease for 10 Years Effective 10/1/2023:

The communication from Michael Sedgebeer, Lease Contracting Officer, US Customs and Border Protection, dated February 3, 2023, was received and filed without objection. The communication included the US Government Lease Amendment for the US Customs GAF at Hector International Airport. The amendment extends the lease 10 years effective 10/1/2023.

Ekman moved to approve the lease amendment with US Customs and Border Protection for 10 years effective 10/1/2023.

Second by Engen.

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

Motion carried.

Received Notice of FAA Grant Amendment for AIP52 – SRE Building, in the Amount of \$96,560.00:

The notice of Amendment No. 1 to FAA Grant Agreement, AIP Grant No. 3-38-0017-052-2020 for an increase of \$96,560.00 was received and filed without objection.

Received Update from Representatives of SkyDine Regarding Food and Beverage Concession:

Representatives of SkyDine, Dustin Sejnoha and Terry Northern were recognized.

Mr. Sejnoha gave a power point presentation on the history of the SkyDine organization and their service at Hector International Airport since 2010. He stated they also have operations in the Sioux Falls and Billings airports and have worked with those airports to transition during major construction projects. He stated SkyDine is prepared to make a sizeable financial investment in order to be a long-term provider at Hector Airport. He stated they are ready to work with the airport and project architect on the terminal expansion project. Mr. Sejnoha stated one of their goals is to partner with at least one ACDBE partner, such as a coffee vendor.

Mr. Dobberstein stated the current lease expires December 31, 2024 and the lease requires them to request their extension at least nine months prior. He added that the giftshop operator is in the same situation.

Information provided today was an update and no decision was required at this time. Discussion will continue.

Received Update from Mead & Hunt Regarding Passenger Terminal Expansion Design Progress and CMAR Procurement Process:

Brandon Halverson, Mead & Hunt, was recognized via zoom, and gave an update on the design progress. He stated there are some floor plan developments to review as well and exterior perspectives on which they would like feedback. He stated a couple of items that have evolved since the last discussion, the exit point from the departure lounge and also a third floor option for the administrative offices to have a direct view of the airfield for improved monitoring. He stated the third-floor option would not move the needle either way as far as the budget.

After discussion, it was the consensus of the board that Mead & Hunt should move forward with the third-floor option for the administrative offices.

Mr. Halverson stated part of the CMAR process is for the MAA to appoint a CMAR selection committee. This committee will be responsible for evaluating the CMAR proposals, short list the top three to be interviewed and then score the candidates. The high scoring candidate will then be selected for negotiations and then proposed to the full MAA board for approval. He reviewed the ND Century Code requirements for selection committee members.

Kapitan now absent.

As per the recommendation of Mead & Hunt and in compliance with the North Dakota Century Code, Ekman moved to approve the CMAR selection committee as follows:

Rick Engen (Administration)

Matthew Dubbe, Mead & Hunt (Registered Architect)

Jeff Klein, Mead & Hunt (Registered Engineer)

Ben Meland, Enclave Development (Licensed Contractor)

Received Update from Mead & Hunt Regarding Passenger Terminal Expansion Design Progress and CMAR Procurement Process: (continued)

Second by Lind.

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

Absent: Kapitan

Engen abstained.

Motion carried.

Non-scoring observers involved in the selection process will be:

Brandon Halverson, Mead & Hunt

Terry Stroh, TL Stroh Architects

Shawn Dobberstein, MAA

Authorized Attendance at the 55th Annual International Aviation Snow Symposium, April 23-26, 2023, Buffalo, NY:

Engen moved to authorize attendance at the 55th Annual International Aviation Snow Symposium, April 23-26, 2023, Buffalo, NY.

Second by Ekman.

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

Motion carried.

Received Update on North General Aviation Area Apron Expansion, South General Aviation Area Apron Reconstruction and Westside Terminal Apron Expansion Projects (FAA Eligibility, Federal and State Grant Status, Private Hangar Owners Pavement Responsibility):

Jeff Klein, Mead & Hunt, was recognized and gave an update on the apron expansion projects for 2023. He stated he met with the FAA in Bismarck to discuss eligibility of these projects for AIP funding.

Airport Construction and Security Update:

Jeff Klein, Mead & Hunt, was recognized and stated the Security Access Control Update Project has a completion date of April 12, but Sun Electric is still waiting for material and is not able to get a delivery date from the supplier. He stated they will probably have a change order requesting an extension of the completion date.

Siding on the exit plaza building is being installed.

Chair to Discuss Meeting Agenda Format:

Chair Cosgriff stated he would like to board members to consider implementing a consent agenda to save time during meetings.

He stated while the MAA operates as a committee as a whole but he would like to see some subcommittees such as governance, audit/finance, compensation, and human resources. He stated the idea would be to have each of the board members represent each of those committees and use staff members fill that committee and also members of the general public. He stated that then becomes a pool of future authority members. He stated he would also like the board to make it a practice to review MAA policies. He stated we could review one policy at a time on a periodic basis.

Cosgriff asked the board members to think about these ideas and decide which they would like to implement.

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

Time at adjournment was 9:28 a.m.

APPROVED FEBRUARY 28, 2023 – SD

Regular Meeting

Tuesday

February 28, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, February 28, 2023, at 8:00 a.m.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held February 14, 2023:

Engen moved to approve the minutes of the Regular Meeting held February 14, 2023.
Second by Kapitan.
On the call of the roll, Lind, Engen, Kapitan, Ekman, Cosgriff voted aye.
Motion carried.

Approved the Airport Vouchers Totaling \$169,088.26:

Engen moved to approve the airport vouchers totaling \$169,088.26.
Second by Kapitan.
On the call of the roll, Lind, Engen, Kapitan, Ekman, Cosgriff voted aye.
Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. MEAD & HUNT - \$601,377.17
Terminal Expansion Project.
- B. MEAD & HUNT - \$2,609.20
Security Access System Upgrade.

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

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

Brandon Halverson, Mead & Hunt, was recognized (via zoom) and gave an update on the Terminal Expansion and Modification Project. He stated they are beginning their quality review sessions on the schematic designs. These are the documents that will be sent out as part of the CMAR RFP and also used to get budget updates. The CMAR Selection Committee has been assembled and will be meeting later this week to review the process. The CMAR RFP will be posted in The Forum beginning this Wednesday and the next two Wednesdays. RFP responses will be due April 20 with interviews on May 1. They are preparing for an in-person interiors work session for March 28. He added the design development phase will continue through June.

Received Preliminary December 2022 Financial Statements:

Kapitan moved to receive and file the preliminary December 2022 financial statements.
Second by Engen.
On the call of the roll, Lind, Engen, Kapitan, Ekman, Cosgriff voted aye. Motion carried.

Received Proposed Contract from Mead & Hunt for the Design of the Cargo Apron Glycol Forecmain:

Jeff Klein, Mead & Hunt, reviewed the proposed contract for the design of the cargo apron glycol forecmain and gave an update on the project, along with Ross Varin joining via zoom.

Engen moved to approve the contract with Mead & Hunt for the Cargo Apron Spent Aircraft Deicing Fluid Forecmain – Design and Bidding, for a cost of \$160,100.00.
Second by Kapitan.
On the call of the roll, Lind, Engen, Kapitan, Ekman, Cosgriff voted aye.
Motion carried.

Received Contract Amendment from Mead & Hunt (Terracon) for South General Aviation Area Apron Soil Testing Procedures (\$176,900.00):

Jeff Klein, Mead & Hunt explained they are working with the MAA on a project to reconstruct the South GA Apron. During the design process, contamination was discovered in the underlying soils. This proposal will provide services to test for specific types of contaminants and develop a management plan to handle and dispose of the soil in accordance with requirements set forth by the ND Department of Environmental Quality.

Robyn Sargent, Terracon, joined the meeting via zoom. She presented the environmental workplan for the project and indicated Terracon will pass these costs through Mead & Hunt. She added this is an estimate only because of the unknowns.

Engen moved to approve the contract amendment with Mead & Hunt at an estimated cost of \$176,900.00. Second by Kapitan.

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

Authorized Attendance at the 95th Annual AAEE Conference, June 3-5, 2023, Denver, CO:

Engen moved to authorize attendance at the 95th Annual AAEE Conference, June 3-5, 2023, Denver, CO.

Second by Kapitan.

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

Motion carried.

Reviewed NDCC Chapter 2-06, Airport Authorities Act:

Board members were provided with copies of NDCC Chapter 2-06, Airport Authorities Act and each member reviewed the act. There was discussion on 2-06-03 addressing regional airport authorities.

Reviewed Municipal Airport Authority By-Laws:

Board members were provided with copies of the MAA By-Laws for their review prior to the meeting.

Airport Construction and Security Update:

Terry Stroh, TL Stroh Architects, was recognized via zoom and gave an update on the Parking Lot Exit Plaza Project. TF Powers took over the installation of the exterior metal panels. The interior is done and the punchlist is almost complete. Flash Parking will be here in March to install equipment, but they have not provided specific dates.

Jeff Klein, Mead & Hunt, was recognized and stated we are tentatively scheduled to begin advertising the South General Aviation Apron Reconstruction starting March 15. He stated they are working with the FAA on eligibility of the North GA Apron and Perimeter Road Project. They hope to have the terminal apron plans out this week for review by the MAA staff. He stated the Bridge 4 project will be advertised March 21. He stated they will have the plans for restoration of the long-term parking lot in the next few weeks.

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

Second by Kapitan.

All members present voted aye. Motion carried. Time at recess was 8:58 a.m.

The Municipal Airport Authority entered into Executive Session at 8:59 a.m.
Ekman moved to adjourn the Executive Session.
Second by Engen.
All members present voted aye. Motion carried.
Time at adjournment was 9:13 a.m.

Engen moved to reconvene the Regular Meeting at 9:15 a.m.
Second by Kapitan
All members present voted aye. Motion carried.

Chair Cosgriff stated the board met in Executive Session. He asked if there was any other business. There was none.
Kapitan moved to adjourn.
Second by Engen.
On the call of the roll, Engen, Lind, Kapitan, Ekman, Cosgriff voted aye.
Motion carried.
Time at adjournment was 9:18 a.m.

APPROVED MARCH 14, 2023 - SD

Regular Meeting

Tuesday

March 14, 2023

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

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

Chair Cosgriff presiding.

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

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

Approved the Airport Vouchers Totaling \$297,298.39:

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

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

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

Approved the Individual Vouchers: (Continued)

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

Second by Kapitan.

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

Motion carried.

Received February 2023 Passenger Report:

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

Continued Review of Preliminary 2022 Financial Information:

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

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

Received Communication from SP Plus Regarding Lease Extension:

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

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

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

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

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

Second by Kapitan.

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

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

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

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

Ekman stated she agreed.

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

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

Cosgriff voted no.

Motion carried.

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

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

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

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

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

Brett Barry reviewed the exterior renderings presented.

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

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

Airport Construction and Security Update:

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

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

Time at adjournment was 9:46 a.m.

APPROVED MARCH 28, 2023 – SD

Regular Meeting

Tuesday

March 28, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 28, 2023, at 8:00 a.m.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held March 14, 2023:

Engen moved to approve the minutes of the Regular Meeting held March 14, 2023.
Second by Kapitan.
On the call of the roll, Engen, Lind, Kapitan, Ekman, Cosgriff voted aye.
Motion carried.

Approved the Airport Vouchers Totaling \$232,260.18:

Kapitan moved to approve the airport vouchers totaling \$232,260.18.
Second by Engen.
On the call of the roll, Engen, Lind, Kapitan, Ekman, Cosgriff voted aye.
Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. SUN ELECTRIC - \$53,721.00
Partial Payment Request #9 for Security System Upgrade.
- B. MEAD & HUNT - \$1,295.79
Security System Upgrade.
- C. MEAD & HUNT - \$613,750.91
Terminal Design & Bidding.

Approved the Individual Vouchers: (Continued)

- D. FORUM COMMUNICATIONS - \$420.39
Legal advertisement – South General Aviation Ramp Reconstruction.
- E. WALKER CONSULTANTS - \$6,350.00
Partial Payment Request #2 – Pre-design parking study.

Second by Kapitan.

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

Motion carried.

Received Communication from 1954 Investment Group, Inc./Men's Hairhouse, Requesting a One-Year Extension of Eastside Terminal Lease:

The communication from Troy Reinhart, 1954 Investment Group, dated March 16, 2023, was received and filed without objection. The communication requested a one-year extension of their lease in the Eastside Terminal.

Engen moved to approve the one-year extension to the 1954 Investment Group lease.

Second by Ekman.

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

Motion carried.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt Regarding the Replacement of Boarding Bridge at Gate #4 (Approval Subject to FAA Approval of Buy American Requirement):

Tabulation for Gate 4 Boarding Bridge Replacement bids received March 21, 2023, were received and filed without objection.

Jeff Klein, Mead & Hunt, stated there was one bidder, Aero Bridge Works, Inc., who provided bids for a refurbished bridge and also a new bridge. Bid for each was the same at \$1,294,900.00.

Engen moved to accept the recommendation of Mead & Hunt to award the purchase of a new boarding bridge to Aero Bridge Works, Inc., at a cost of \$1,294,900.00, subject to approval by the FAA of the Buy American requirements.

Second by Ekman.

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

Motion carried.

Received Update on South General Aviation Area Apron Reconstruction Project:

Mr. Jeff Klein, Mead & Hunt, was recognized and stated they have been working on the design for the reconstruction of the South General Aviation Area Apron. He stated we have worked with Terracon on testing for any possible contaminants and have kept the FAA in the loop during the whole process. He stated we also involved the ND Department of Environmental Quality and they are on board with our planned approach for dealing with any contamination. He stated we had a pre-bid meeting last week with contractors and following that meeting we were advised by the FAA that they now want a full-blown environmental assessment, which means there would be no way to construct the project this summer. He stated the MAA has been reserving AIP funds for this project and it has also been timed so that it is complete before the Fargo AirSho in 2024. He stated he has advised all of the contractors at the meeting and let them know this is not the MAA's decision.

Mr. Klein stated we will need to work with the FAA on the scope of work for the environmental assessment and hopefully find some way to fast track this. He added that the FAA has also advised that they will not fund the environmental assessment. He stated he has not yet given up on that issue. He stated a lot of time and effort has been invested to get to this point.

Updates will continue.

Receive Update from SP Plus Regarding Airport Parking and Exit Plaza; Discuss Status of Pre-Design of Parking Project:

Terry Stroh, TL Stroh Architects, was recognized via zoom and stated the only work remaining on the building is the installation of the exterior panels.

Dobberstein stated the back-up generator is still being installed and should be completed by the end of the week.

Greg Pierson, SP Plus, was recognized (via zoom) and stated Flash has completed the move of all of the equipment. They are continually working on the issue of customers receiving no ticket from the kiosk. Other issues were discussed and Mr. Pierson addressed those.

Chair Cosgriff gave an update on the second joint meeting with the City of Fargo and the MAA.

Dobberstein stated Walker Consultants is still working on the financials and cost items. He stated he would expect they would have a pre-design by the end of the month.

Engen stated sooner than later we should have the conversation with the City of Fargo regarding the use of the mills available to support the financing of the project.

Cosgriff stated once we receive the pre-design report from Walker the MAA will need to make the determination if we are serious about moving forward with a parking garage and the options we have to pursue.

Received Update from SP Plus Regarding Airport Parking and Exit Plaza; Discuss Status of Pre-Design of Parking Project: (continued)

Ekman moved to reconsider and go along with the original suggestion of a six-month extension with SP Plus to potentially be followed by five years which would potentially give the MAA a little more flexibility as we determine how we go forward, parking garage or not.

Cosgriff yielded the chair to Vice Chair Kapitan and seconded the motion.

On the call of the roll, Lind, Ekman, Cosgriff voted yes.

Engen and Kapitan voted no.

Motion carried.

The chair was returned to Cosgriff.

Dobberstein later clarified that the action taken today extends the SP Plus contract through June 30, 2024. There was some confusion on the SP Plus request, which was for a five-year extension to December 31, 2028, and to go back to a calendar year budget rather than a July 1-June 30 fiscal year.

Received and Reviewed Hector International Airport – Airport Facilities Development Construction Guidelines (Approved 4/2/97):

The Airport Facilities Development Construction Guidelines were provided to the board members for their review.

The only item suggested to consider changing was the required liability insurance limit of \$1 million and whether that is still adequate. A recommendation from our insurance broker will be requested.

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

Brandon Halverson, Gina Mollica, Angie Corwin and Brett Barry, Mead & Hunt attended the meeting, gave an update on the project, and presented concepts for the interior of the terminal expansion and modification project.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, April 11, 2023.

Time at adjournment was 10:18 a.m.

APPROVED APRIL 11, 2023 - SD

Regular Meeting

Tuesday

April 11, 2023

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

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

In the absence of the chair and vice chair in the hall, Dobberstein, Secretary of the MAA, called the meeting to order and asked for a motion to elect a chair pro tem.

Ekman moved to elect Engen chair pro tem.
Second by Kapitan.
On the call of the roll, Ekman, Lind, Cosgriff, Kapitan voted aye.
Engen abstained.
Motion carried.

Chair pro tem Engen presiding.

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

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

Approved the Airport Vouchers Totaling \$258,489.93:

Ekman moved to approve the airport vouchers totaling \$258,489.93.
Second by Kapitan.
On the call of the roll, Ekman, Lind, Kapitan, Cosgriff, Engen voted aye.
Motion carried.

Approved the Individual Vouchers:

Ekman moved to approve the individual vouchers:

- A. VOLAIRE AVIATION - \$1,875.00
Air service data.
- B. FLINT GROUP - \$15,561.25
2023 Airport Marketing Program.
- C. SUN ELECTRIC - \$55,647.00
Partial Payment Request #10, Security System Upgrade.
- D. TL STROH ARCHITECTS - \$1,446.00
Parking Lot Exit Plaza.

Second by Lind.

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

Motion carried.

Received Proposal from Cumming Group for Phase II of Their CMAR Services, Not to Exceed \$14,820.00:

Ekman moved to approve the proposal from Cumming Group for Phase II of their CMAR Services, not to exceed \$14,820.00.

Second by Lind.

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

Motion carried.

Authorized Purchase of P5500C Cupping Ramp Plow from M-B Companies (Minnesota State Contract #222955) - \$136,680.85:

Ekman moved to authorize the purchase of a P5500C Cupping Ramp Plow from M-B Companies through the Minnesota State Contract (#222955) at a cost of \$136,680.85.

Second by Lind.

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

Motion carried.

Authorized Purchase of Two MB5 Multi-Tasking Snow Removal Units from M-B Companies (Minnesota State Contract #222955) - \$988,992.15 each (\$1,977,948.30 Total):

Ekman moved to authorize the purchase of (2) MB5 Multi-Tasking Snow Removal Units from M-B Companies through the Minnesota State Contract (#222955) at a cost of \$988,992.15 each (total cost of \$1,977,948.30).

Second by Lind.

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

Motion carried.

Received Communication from Kevin and Sheryll Clapp (ADRIC, Inc) Requesting a Five-Year Extension to Their Giftshop Concession Agreement:

Kevin and Sheryll Clapp were recognized via zoom.

Ekman moved to approve a five-year extension to the giftshop concession agreement as requested by Kevin and Sheryll Clapp (ADRIC, Inc.) beyond the current expiration of September 30, 2024.

Second by Lind

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

Motion carried.

Received Communication from Sky-Dine, Inc. Requesting a Five-Year Extension to Their Food and Beverage Concession Agreement:

Representatives of Sky-Dine, Inc. attending were Terry Northern, in person, and Dustin Sejnoha (via zoom).

Ekman moved to approve the amendment to the lease agreement extending the term through December 31, 2029.

Second by Lind.

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

Motion carried.

Presentation of CY2022 Audit, PFC Program Audit and Management Report by Brady Martz:

Brian Opsahl, Brady Martz & Associates, was recognized and presented the CY2022 Audit, PFC Program Audit, and Management Report.

Ekman moved to accept the audit report.

Second by Lind.

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

Motion carried.

Dobberstein stated copies of the audit were sent to the City of Fargo before the deadline and also to Cass County Finance. He added it will also be available on our website.

Ekman Discussed Employee Recognition Program:

Ekman stated she would like to see us revitalize the “High Flyer Award” employee recognition program created by MAA board member Tammy Linn in 2019. She stated there is no reason to recreate the wheel but she would like input from others on how the MAA can recognize our employees for a job well done, as well as employees of airport stakeholders, as recognition is an important part of employee retention.

Airport Construction and Security Update:

Dobberstein reported that the parking lot exit plaza is waiting for some final items, signage, exterior panels on the building. He stated the generator has been installed.

Jeff Klein, Mead & Hunt, stated we will be receiving bids on the long-term parking lot rehabilitation project this week. Bids for the North General Aviation Area Apron Expansion should be received early in May and the terminal apron expansion in June.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, April 25, 2023.

Time at adjournment was 9:10 a.m.

APPROVED APRIL 25, 2023 - SD

Regular Meeting

Tuesday

April 25, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND was held Tuesday, April 25, 2023, at 8:00 a.m.

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

Vice Chair Kapitan presiding.

Vice Chair Kapitan welcomed the newly appointed board member, Rick Berg.

Approved the Minutes of the Regular Meeting Held April 11, 2023:

Engen moved to approve the minutes of the Regular Meeting held April 11, 2023.
Second by Ekman.
On the call of the roll, Engen, Berg, Ekman, Kapitan voted aye.
Absent: Cosgriff
Motion carried.

Approved the Airport Vouchers Totaling \$251,064.26:

Engen moved to approve the airport vouchers totaling \$251,064.26.
Second by Ekman.
On the call of the roll, Engen, Berg, Ekman, Kapitan voted aye.
Absent: Cosgriff
Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. MEAD & HUNT - \$4,369.12
Boarding Bridge #4 Project.
- B. MEAD & HUNT - \$81,990.00
North General Aviation Area Apron Expansion.

Approved the Individual Vouchers: (continued)

- C. MEAD & HUNT - \$221,550.00
Terminal Apron Expansion.
- D. MEAD & HUNT - \$985.73
Security Access System Upgrade.
- E. MEAD & HUNT - \$527,091.00
Terminal Expansion Project.
- F. MEAD & HUNT - \$8,297.96
Cargo Glycol Sewer Forecemain Design.
- G. MEAD & HUNT - \$4,485.00
Long Term Parking Lot Expansion Design.
- H. SUN ELECTRIC - \$67,300.00
Partial Payment Request #11 – Parking Lot Exit Plaza
- I. SUPERIOR ELECTRIC - \$2,222.10
Partial Payment Request #3 – Westside Terminal HVAC Pathogen Mitigation Project.
- J. SUPERIOR ELECTRIC - \$3,79.40
Partial Payment Request (Final) – Westside Terminal HVAC Pathogen Mitigation Project.
- K. FORUM COMMUNICATIONS - \$933.93
Legal advertisements (CMAR / South GA Apron Reconstruction / Boarding Bridge #4).
- L. CUMMING GROUP - \$2,843.75
CMAR Process.

Second by Ekman.

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

Absent: Cosgriff

Motion carried.

Received March Passenger Report:

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

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for Long Term Parking Lot Expansion:

Bid tabulation from Mead & Hunt for bid opening on April 13, 2023, for the Long Term Parking Lot Expansion Project, was received and filed without objection. Two bids were received as follows:

Border Sates Paving, Inc.	\$858,859.18
Northern Improvement Co.	\$727,313.55

Ekman moved to award the project to Northern Improvement Co. based on their bid of \$727,313.55.

Second by Engen.

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

Absent: Cosgriff

Motion carried.

Received 1st Quarter 2023 Marketing Report from Flint Group:

Representatives from Flint Group (Kelsey Miller, Tara Ekren, Nicole Jurkic (via zoom) and Georgina Orn) were recognized and presented the marketing report for the first quarter of 2023.

Discussed Marketing and Advertising Program:

Ekman had requested at the last meeting that the board discuss looking at a Request for Proposals from advertising/marketing firms. She stated that even though Flint has done a great job since 1998 but it might be time to see what else is out there.

Ekman moved to draft a Request for Proposals for marketing services starting in 2024.

Second by Berg.

Discussion was held.

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

Engen and Kapitan voted no.

Absent: Cosgriff

Motion failed.

Received Report from ADK Consulting Regarding Job Review for Airport Operations Specialist:

The report from ADK Consulting regarding job review for the Airport Operations Specialist was received and filed without objection.

ADK's recommendation was to add a pay grade to the airport pay structure to provide a better fit for the position in the payscale. The proposed A15 pay grade has a midpoint of

Received Report from ADK Consulting Regarding Job Review for Airport Operations Specialist: (continued)

\$73,828, suitably between A10 and A20. It was also their recommendation to keep the current title or revise to Airport Operations and Security Specialist.

Dobberstein stated if the board approves this recommendation the pay rate should be retroactive to January 1, 2023.

Engen moved to approve the creation of pay grade A15 for the Airport Operations Specialist retroactive to January 1, 2023, with the possibility of a change in title at some time in the future.

Second by Ekman.

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

Absent: Cosgriff

Motion carried.

Received Proposed Easements with Cass Rural Water and the City of Fargo for Pipelines on MAA Property to Serve NDSP Soybean Plant in Casselton, ND:

Proposed temporary and permanent easements with Cass Rural Water and the City of Fargo for pipelines on MAA property to serve the NDSP Soybean Plan in Casselton, ND, were received and filed without objection.

Dobberstein stated the proposed compensation for a partial acquisition of the subject property is \$89,065.00.

Engen moved to approve the temporary and permanent easements as proposed.

Second by Berg.

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

Absent: Cosgriff

Motion carried.

Received Parking Study Report from Walker Consultants and Discuss Next Steps:

Ekman moved to receive the parking study report from Walker Consultants and schedule discussion at the next meeting on steps to go forward, if that is the board's decision.

Second by Engen.

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

Absent: Cosgriff

Motion carried.

Reviewed MAA Conduct and Code of Ethics Policy:

Board members reviewed the MAA Conduct and Code of Ethics Policy which is part of MAA Employee Handbook and applicable to board members.

There was discussion but no changes made.

Airport Construction and Security Update:

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

Jeff Klein, Mead & Hunt, reported on the contract with Aero Bridge Works for the Gate #4 boarding bridge, long term parking lot expansion and the North General Aviation Area and Perimeter Road project.

Other Business:

There was discussion on the current requirement for airport tenants to carry \$1 million general liability insurance with the MAA named as an additional insured. Attorney Bossart reported on information she found about what other airports are requiring. It was the consensus that it is not a concern for now, but we could consider an increase and requiring that as leases renew.

Dobberstein stated after a nationwide search for a replacement for the retiring Fire Chief, David Bush, the search committee selected current Assistant Chief Chad Noyes for promotion to Airport Fire Chief in June.

Engen expressed appreciation to outgoing member Erik Lind for his service not only on the Airport Authority, but his service to our country.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, April 25, 2023.

Time at adjournment was 9:35 a.m.

APPROVED MAY 9, 2023 - SD

Regular Meeting

Tuesday

May 9, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, May 9, 2023, at 8:00 a.m.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held April 25, 2023:

Berg moved to approve the minutes of the Regular Meeting held April 25, 2023.

Second by Kapitan.

Cosgriff stated there was an item on the agenda for which a motion was voted on and failed. He would like to add that item to the agenda for this meeting as 10a.

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

Motion carried.

Ekman moved to add Item 10a to the agenda to reconsider motion from the April 25 meeting to draft a Request for Proposals for marketing services starting in 2024.

Second by Berg.

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

Motion carried.

Approved the Airport Vouchers Totaling \$216,254.48:

Engen moved to approve the airport vouchers totaling \$216,254.48.

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. MEAD & HUNT - \$41,885.00
South General Aviation Area Reconstruction, design/bid.

Approved the Individual Vouchers: (continued)

- B. VOLAIRE AVIATION, INC. - \$1,875.00
Data subscription
- C. VOLAIRE AVIATION, INC. - \$301.04
FAR portion of Allegiant Air meeting.
- D. FLINT GROUP - \$11,531.39
2023 Airport Marketing Program.
- E. SUN ELECTRIC - \$52,227.00
Partial Payment Request #11, Security Access System Upgrade.
- F. TL STROH ARCHITECTS - \$3,346.00
Parking Lot Exit Plaza Project

Second by Kapitan.

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

Received Financial Reports:

December 2022, CY2022, January 2023, February 2023, March 2023 financial reports were received and reviewed. Jamie Passanante, Balance Tax & Accounting joined via zoom to answer questions.

Engen moved to accept the financial reports presented.

Second by Kapitan.

After discussion, it was requested the following changes to the financial reports be made:

- Balance sheet should include 2021 actuals
- Add page numbers to the reports for ease in navigating reports
- Dashboard for 561 should just show totals and not include a breakdown of 7004, 7005 and 7007
- Eliminate cents and round to dollars
- Monthly reports should include monthly actual, monthly budget, YTD actual, YTD budget (produce reports starting with January 2023)

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

Authorized Renewal of Listing Agreement with CityScapes for Eastside Terminal Building:

The proposed Listing Agreement with CityScapes Development was received and filed without objection.

Engen moved to authorize renewal of listing agreement with CityScapes for Eastside Terminal Building for one year through June 1, 2024.

Second by Berg.

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

Motion carried.

Authorized Attendance at Alabama Fire College, Trussville, AL, May 8-10, 2023:

Ekman moved to authorize attendance at the Alabama Fire College, Trussville, AL, May 8-10, 2023.

Second by Engen.

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

Motion carried.

Authorized Attendance at the AAAE Hub Airports Winter Operations & De-Icing Conference, July 16-18, 2023, Dallas, TX:

Kapitan moved to authorize attendance at the AAAE Hub Airports Winter Operations & De-Icing Conference, July 16-18, 2023, Dallas, TX.

Second by Ekman.

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

Motion carried.

Strand now present.

Received Communication from ND American Legion Auxiliary Requesting Extension to Eastside Terminal Lease:

The communication from Marcy Schmidt, Department Secretary, ND American Legion Auxiliary, dated April 18, 2023, was received and filed without objection.

Engen moved to approve the request from the ND American Legion Auxiliary for a two-year extension to their lease in the Eastside Terminal.

Second by Kapitan.

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

Motion carried.

Received Communication and Recommendation for CMAR Associated with the Terminal Expansion Project:

The CMAR Services Selection Matrix from Cumming with the results of the reviews by the CMAR selection committee (Rick Engen – MAA, Ben Meland – Enclave, Jeff Klein – Mead & Hunt, Matt Dubbe – Mead & Hunt) interviews held May 3, 2023, was received and filed without objection.

Brandon Halverson, Project Manager, Mead & Hunt, was recognized via zoom and stated interview of the two CMAR firms submitting proposals (McGough, teamed with TF Powers, and PCL Construction) were held May 3, 2023. He stated both firms submitted very thorough proposals and had excellent presentations by their teams. He stated the scoring was very close, but McGough and TF Powers scored slightly higher.

Halverson stated that Mead & Hunt is asking the MAA to move forward with negotiations with the top candidate, McGough and TF Powers.

Engen moved to accept the recommendation of the CMAR selection committee and move forward with negotiations.

Second by Kapitan.

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

Motion carried.

Kapitan moved to appoint Rick Engen and Rick Berg as members of the board to work with Cumming Group, Mead & Hunt, and airport staff on the CMAR negotiation process.

Second by Ekman.

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

Engen and Berg abstained.

Motion carried.

Continued Discussion Regarding Walker Consulting Parking Pre-Design Report:

Cosgriff stated the board received the Walker parking garage study at the last meeting. We have reached the point that the board has to decide if this is something we are going to pursue or put the study on the shelf and wait until the next opportunity. The biggest time constraint we have is if we are requesting a one mill levy from the COF dedicated to debt service on a parking garage at the airport. The COF has to certify to the county the maximum amount for their mill levy by the end of May.

Engen stated he feels this study is short on the size of the garage. It should have four floors. The location is blocking everything, and it should be located on the west side taking advantage of blocking the wind from the west. In any modeling the mill levy is important as it shows a commitment from the COF that they and the taxpayers of the community want to participate.

Engen moved we continue the process forward with the understanding the size needs to be dealt with, the mill levy needs to be brought forward to the COF sooner than later, and we have to look at all funding sources.

Second by Berg.

Continued Discussion Regarding Walker Consulting Parking Pre-Design Report: (Continued)

Berg stated for him the fundamental first step is missing. He stated we are landlords. The project has to make money and it has to serve our customers. He stated that is the piece that is missing. He stated we have all of these surveys and studies. He stated there are a lot of parking garages that have been built in Fargo and we can get those construction numbers. He stated the very first thing we need is to see a pro forma. He asked, if we build it, will it pay for itself? He stated until we know where we are at it's hard to go to the COF and ask for funding. He stated the other piece is how we finance it. He stated from his personal perspective what needs to be done ASAP is a pro forma. He stated Walker is an outstanding company and they do a lot of that type of work.

Cosgriff stated he is not sure Walker would be the one to do a pro forma.

Dobberstein stated Leibowitz and Horton did our financial review for the terminal project, and they would be the most up to speed on our financial situation as they have been inputting all of the data for the terminal expansion project. He stated SP Plus will be doing a pro forma on a parking garage whether the MAA asks them to do it or not, as that is what they do.

Engen stated SP Plus provided us with the spreadsheets with data for a parking garage and the COF has those as well.

Berg stated this is not complicated. We could have a local accounting firm do this for us.

Here are the things needed:

1. Cost of construction
2. Income that will be received on an annual basis
3. What are the annual expenses?

With that information we will be able to determine if we will be short, which he anticipates we would be, and we would then approach the COF to request mill levy participation. If the COF says no, then we put it on hold until we find interest rates come down. If all of the stars align and it works well then we dig into the timing and all of the other issues.

Cosgriff asked Dobberstein who he felt could respond efficiently, not necessarily the fastest.

Dobberstein stated SP Plus and Walker prepared the last one, so they have a track record together. He stated Leibowitz and Horton will be involved regardless because they want to know all cash flows for the airport. Greg Pierson, SP Plus, already has their team working on a pro forma, but that may be based on a three-story structure vs. four. He stated they used Baker Tilly on the last study for interest rates.

Berg stated all we need to know is the revenue forecast. He stated we know the costs are going to change and the interest rates are going to change. We don't need them to give us a cost estimate. We just need to look at what we need to charge for rates and what kind of revenue we can expect.

Dobberstein stated they will want assumptions, such as the daily rate, which is determined by the MAA. We already know forecasted enplanements so that data is available. These are the same discussions they had in Sioux Falls.

Berg stated our consumers will ultimately set the rates. If we set them too high, no one will use it. If we set them too low, we are leaving money on the table.

Continued Discussion Regarding Walker Consulting Parking Pre-Design Report: (Continued)

Dobberstein stated the revenue would be a net revenue amount, as we are covering up some existing spaces for which we receive revenue now.

Engen withdrew his original motion.

Berg withdrew his second.

Berg stated if we want to move quickly on this, we would need a regional or national firm to help with the revenue forecast. The second would be a local accounting person or firm to put together a pro forma for us.

Cosgriff stated our purchasing policy would allow us to do this without advertising for bids.

Dobberstein stated EideBailly did the pro forma for Sioux Falls.

Engen stated we and the COF have the prior pro forma spreadsheets that were used to come up with previous numbers. We know there have been shortfalls in all of the previous studies. He asked Commissioner Strand if it is out of line for the MAA to ask the COF for a mill specifically dedicated to a parking garage.

Commissioner Strand stated his sense is that the request is appropriate and is expected, but there is the question of a sunset, as well as cost sharing and revenue sharing.

Cosgriff stated we are in an awkward situation as we are trying to negotiate what we don't know yet.

Engen stated he has been on this board for four years and every time we have studied a parking garage there has been a shortfall in any iteration of the request. He stated we are going to need a mill, with a sunset, specifically dedicated to a parking garage. That request is not out of line.

Cosgriff stated he would like the City's input on how they would like to participate.

Engen asked what the preconstruction and upfront costs for this would be for a \$40 million project.

Dobberstein stated architectural fees would be 11% (\$4.4 million) to get to the point where we would open bids.

Berg stated I think we could put a pro forma together in two weeks and then make our request to the COF from there. He stated that will not be anything hard, but it would show any need for additional funding from the COF.

The City Commission meets May 16 and May 30.

Dobberstein stated he could engage Chad Flannagan, EideBailly, and see what resources they have available, for a cost not to exceed \$5,000. He stated they can engage Walker and SP Plus to get the data they have.

Strand stated the mayor's recommendation would be to place the request on the City's May 30 agenda.

Engen moved that we work to create a pro forma for the COF in request of the use of our mill levy privileges to be directed specifically for a parking ramp.

Second by Berg.

Berg volunteered to help work through that process.

Continued Discussion Regarding Walker Consulting Parking Pre-Design Report: (Continued)

Engen stated we just need to go back to our original spreadsheets and update the information.

Dobberstein stated he will engage EideBailly to partner with SP Plus and Walker to develop a pro forma.

Engen stated from prior conversations, the four main items are:

- Space counts
- Construction costs
- Parking rates
- Cost of money

Rich Slagle, McGough, was recognized and stated he would be willing to validate numbers in the next couple of weeks as they do a lot of parking ramps.

The next MAA meeting is Tuesday, May 23 and the MAA/COF joint parking committee should meet again on Wednesday, May 24.

Cosgriff called for a vote on the motion, Engen, Berg, Kapitan, Ekman, Cosgriff voted aye.

Motion carried.

Continued Discussion on Marketing and Advertising Program:

This item was added to the agenda.

Cosgriff stated the board voted on a motion at the last meeting to draft a Request for Proposals for marketing services starting in 2024 and the motion failed. He stated he does not think it is appropriate to leave it at that point.

Ekman suggested we have a marketing consultant review our current marketing program.

After discussion, Ekman moved the MAA identify two airport marketing consultants outside of this market to help with strategy and the metrics of our marketing program.

Second by Berg.

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

Motion carried.

Received Communication from FAA Regarding Implementation of Safety Management System, Policy Under Title 14, CFR 139:

Dobberstein stated this is final adoption and notice by our FAA Certification Inspector of the requirement for airports to implement safety management systems for airports. He stated we will likely engage a consultant to assist with the preparation of this system, which is what most airports will be doing. He stated this is just a matter of information at this point.

Reviewed FAA Grant Assurances Policy:

Board members were provided with the FAA Grant Assurances Policy for review.

Airport Construction and Security Update:

Terry Stroh, TL Stroh Architects, was recognized via zoom and gave an update on the Parking Lot Exit Plaza. The only items remaining include the metal for the roof cap and the landscaping. They are also still looking at some type of curb or guardrail for protection of the building from vehicles.

Jeff Klein, Mead & Hunt, was recognized and gave an update on project bid openings. We will be meeting with Border States Paving on the final punchlist items for the East Economy Parking Lot. The security system access upgrade is still waiting for the arrival of materials.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held Tuesday, May 23, 2023.

Time at adjournment was 10:10 a.m.

APPROVED MAY 23, 2023 - SD

Regular Meeting
2023

Tuesday

May 23,

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 23, 2023, at 8:00 a.m.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held May 9, 2023:

Engen moved to approve the minutes of the Regular Meeting held May 9, 2023, with the noted amendment.

Second by Kapitan.

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

Absent: Berg

Motion carried.

Approved the Airport Vouchers Totaling \$263,090.19:

Kapitan moved to approve the airport vouchers totaling \$263,090.19.

Second by Engen.

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:

A. GFMEDC - \$5,000.00
2023 Annual Investment

B. SUN ELECTRIC - \$5,000.00
Partial Payment Request #12, Parking Lot Exit Plaza.

Approved the Individual Vouchers: (continued)

- C. FORUM COMMUNICATIONS - \$313.47
Legal advertisement for bids for Long Term Parking Lot Expansion.
- D. CUMMING GROUP - \$3,630.00
CMAR for passenger terminal expansion.
- E. MEAD & HUNT - \$7,926.97
Gate #4 boarding bridge.
- F. MEAD & HUNT - \$562.87
Security Access System Upgrade.
- G. MEAD & HUNT - \$24,520.28
Glycol sewer forecemain design.
- H. MEAD & HUNT - \$29,581.50
South General Aviation Area reconstruction soil management plan.
- I. MEAD & HUNT - \$40,995.00
North General Aviation Area apron expansion.
- J. MEAD & HUNT - \$4,485.00
Long Term Parking Lot Expansion Design (Final).

Second by Engen.

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

Absent: Berg

Motion carried.

Berg now present.

Continued Discussion Regarding Parking Structure Analysis and Options:

Cosgriff stated we will be reviewing the process that we went through with EideBailly, understanding that this was a consulting engagement with EideBailly, it is not their work product. He stated they worked with us in building a model around the various studies we already have. He stated he will be presenting a draft of the first output of that. The spreadsheet showed Option 1 (three level structure) and Option 2 (four level structure). This model used a daily rate of \$21 with 60% occupancy, but it was requested that we look at \$25 per day with 65% occupancy.

Documents were reviewed and discussion held.

Continued Discussion Regarding Parking Structure Analysis and Options: (Continued)

Ekman moved to explore touring the airports in Sioux Falls and Des Moines and visit with their administration.

Second by Berg.

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

Motion carried.

Berg moved to present the Option 2 scenario for a parking structure, as presented today, to the City of Fargo with our request for mill levy funding.

Second by Ekman.

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

Motion carried.

Received Change Order from TF Powers – Civil Contract for Exit Plaza Project for an Increase of \$8,200.00:

Engen moved to approve the change order from TF Powers Construction Co. for an increase of \$8,200.00 for additional black dirt fill for the Exit Plaza Project.

Second by Kapitan.

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

Motion carried.

Received Request from Viterra (Gavilon Grain LLC) for a One-Year Extension to Their Eastside Terminal Lease:

The communication dated May 15, 2023, from Stuart Beckman, Viterra, requesting a one-year extension to their lease in the Eastside Terminal was received and filed without objection.

Engen moved to approve the one-year extension to the lease with Viterra (Gavilon Grain LLC).

Second by Kapitan.

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

Motion carried.

Received Request from American Legion Post #2 for a Three-Year Extension to Their Eastside Terminal Lease:

The communication dated May 16, 2023, from Bill Owens, Finance Officer, American Legion Post #2, requesting a three-year extension of their lease was received and filed without objection.

Kapitan moved to approve the request from American Legion Post #2 for a three-year extension of their lease in the Eastside Terminal.

Second by Engen.

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

Received Communication from Fargo Air Museum Requesting an Extension of the Ground Lease for Hangar (Carousel Hangar) at 1651 19th Avenue North:

The communication dated May 17, 2023, from Ryan Thayer, Fargo Air Museum, requesting a five-year extension on the ground lease for their carousel hangar. The request is for a five-year extension subject to the satisfactory completion of repairs to the hangar building within the first year of the extension.

Engen moved to approve the request for a five-year lease extension for the Fargo Air Museum's hangar at 1651 19th Avenue North, subject to completion of repairs after the first year of the extension.

Second by Kapitan.

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

Motion carried.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for the North General Aviation Apron Expansion and the Reconstruction of the North and East Perimeter Roads (Bid Opening Monday, May 22):

Jeff Klein, Mead & Hunt, was recognized and stated that the bid opening was delayed until June 2 at 9:00 am in order to allow more time for the underground contractor to get pipe pricing. He added the board might consider scheduling a special meeting to receive and award the bids to prevent any further delay.

Engen moved to extend the bid date to June 2, and that a special meeting be scheduled to award the bids.

Second by Ekman.

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

Motion carried.

Received Construction Services Contract from Mead & Hunt for Long Term Parking Lot Expansion Project (\$63,000):

The proposed Construction Services Contract with Mead & Hunt for the Long Term Parking Lot Expansion Project was received and filed without objection.

Engen moved to approve the contract with Mead & Hunt for construction services for the Long-Term Parking Lot Expansion Project for a cost not to exceed \$63,000.

Second by Kapitan.

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

Motion carried.

Received Construction Services Contract from Mead & Hunt for North General Aviation Area Apron Expansion and North and East Perimeter Road Reconstruction, Subject to Independent Fee Review (Construction Services - \$1,088,000, Closeout - \$10,260):

The proposed Construction Services Contract from Mead & Hunt for the North General Aviation Area Apron Expansion and north and east perimeter road reconstruction, subject to independent fee review, was received and filed without objection.

Engen moved to approve the construction services contract with Mead & Hunt for a cost not to exceed \$1,088,00 for construction services, and not to exceed \$10,260 for project closeout, subject to independent fee review.

Second by Berg.

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

Motion carried.

Received Update on Small Community Air Service Development Grant Application:

Dobberstein gave an update on the Small Community Air Service Development Grant Application. He stated we currently have a SCASD grant for service to Seattle. He stated that grant has been extended each year since 2016. He stated the goal of this new grant is to secure air service to a hub in the southeastern part of the country. This grant application is due at the DOT by May 17, 2023, and Volaire Aviation is assisting us with the application process.

Received FAA Policy Regarding Airport Rates and Charges (/10/13):

Dobberstein stated he hopes each of the board members reviewed this policy as this is the policy the FAA requires us to follow with regard to all rates and charges.

Airport Construction and Security Update:

Terry Stroh, TL Stroh Architects, gave an update on the final items remaining on the parking lot Exit Plaza Project.

The meeting of the Municipal Airport Authority was adjourned until the next Regular Meeting to be held June 13, 2023.

Time at adjournment was 9:50 a.m.

APPROVED JUNE 13, 2023 - SD

Special Meeting
2023

Wednesday

June 7,

The Special Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Wednesday, June 7, 2023, at 8:00 am.

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

Chair Cosgriff presiding.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for the North General Aviation Area Apron Expansion and Perimeter Road Reconstruction:

Bid tabulation from Mead & Hunt was received and filed without objection.
Bids were received Friday, June 2, 2023:

	<u>Schedule 1</u>	<u>Schedule 2</u>	<u>Schedule 3</u>
Northern Improvement	\$9,245,421.70	\$4,981,848.25	
Parsons Electric			\$707,027.00
Engineer's Estimate	\$7,202,580.60	\$3,445,080.20	\$428,710.00

Jon Scaper, Mead & Hunt, was recognized and stated they are recommending awarding Schedule 1 to Northern Improvement and Schedule 3 to Parsons Electric. They are recommending delaying Schedule 2. He explained that the bids came in higher than their estimate, but they have been seeing that in a lot of their projects.

Dobberstein reviewed the scope of the project (reconstructing and relocating the north perimeter road, reconstructing the east perimeter road, adding concrete and underground to accommodate the hangar expansion under construction at Fargo Jet Center, adding a retention pond on the north end near County 20. There is a provision in the bid for Schedule 2 to hold the bids for 90 days. The work in Schedule 2 is for adding concrete to accommodate two new hangars proposed by Fargo Jet Center that are not yet under construction. He stated the reason for the 90 days is to allow FJC to negotiate with potential tenants. If they do not come to terms, we would then delay Schedule 2 and bid at a future date.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for the North General Aviation Area Apron Expansion and Perimeter Road Reconstruction: (Continued)

Dobberstein stated the importance of awarding this project now is that we have over three million in entitlements that must be used by the end of this year. He stated the reason for the delay is that during the pre-construction meeting process for the south general aviation reconstruction, which was going to be the primary project for 2023, the FAA delayed the project until a full-blown environmental study could be completed. This delayed the bidding process.

Engen moved to accept the recommendation of Mead & Hunt and award Schedule 1 to Northern Improvement for \$9,245,421.70 and Schedule 3 to Parsons Electric for \$707,027.00. Second by Kapitan.

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

Berg, Cosgriff voted no.

Motion carried.

Continued Discussion on Terminal Expansion and Modification Project Financial Analysis:

Cosgriff stated the meeting today is for the purpose of preparing for a joint meeting with the MAA and the City Commission at which we will update the commission on the terminal expansion and modification project. He distributed a Financial Analysis – Estimates Sources and Uses of Funds, which was developed with the assistance of Leibowitz and Horton. He also distributed a Terminal Expansion and Renovation Design (30%) – Financial Analysis Estimated Project Costs and Development Schedule.

After review and discussion of the documents, it was decided the presentation to the commission on June 12, with regard to the annual request for the two mills, would include the two documents reviewed today with the following two footnotes to the Estimated Sources and Uses of Funds document:

1. That the MAA will continue to have the previously recommended 800 days of cash in reserves.
2. Clarification that the current mill levy is used for infrastructure – not specifically the terminal expansion project.

The third document to be presented would be the current MAA Capital Improvement Plan.

Steve Horton, Leibowitz & Horton Airport Management Consultants, was recognized via zoom and stated that it is a correct statement that in the financial analysis conducted last fall, the two mills were not allocated to any specific project. They contributed to the overall unrestricted cash balance. It appears what the airport has been doing over time is accumulating a healthy cash balance so that when these big projects come along you don't have to borrow as much money. You save quite a bit of money on financing by accumulating

Continued Discussion on Terminal Expansion and Modification Project Financial Analysis:
(Continued)

these good, solid cash balances. The mills the airport has been getting have contributed to building up that cash balance to save on financing costs. He stated in looking at many years of numbers for the airport, it has been able to accumulate cash and keep rates reasonable at the same time.

Berg and Ekman now absent. (9:30 am)

Continued Discussion Regarding Parking Structure:

Cosgriff presented two spreadsheets (work product assembled by EideBailly, pulling numbers from various studies), the first entitled "Airport – Parking Revenue Assumptions", and a second spreadsheet showing 15 years of operating revenue, operating expenditures, and debt service. The numbers used in the assumptions were for a four-level structure with a \$25 daily rate with a 3% increase each year. These are the documents that will be presented to the city commissioners at the June 12 meeting to justify the authority's request for one additional mill for a parking structure.

After discussion, it was the consensus that the request to the commission would be one mill for five years for a parking structure.

The meeting was adjourned until the Regular Meeting to be held Tuesday, June 13, 2023.

Time at adjournment was 10:32 a.m.

APPROVED JUNE 13, 2023 – SD

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 SPPC 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 Halverson, 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

Muscha Pavement Parking, Inc. \$190,017.25

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

Ditch Witch of North Dakota \$34,500.00

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.

APPROVED JUNE 27, 2023 – SD

Regular Meeting

Tuesday

June 27, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 27, 2023 at 8:00 a.m.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held June 13, 2023:

Kapitan moved to approve the minutes of the Regular Meeting held June 13, 2023.

Second by Berg.

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

Approved the Airport Vouchers Totaling \$303,480.25:

Engen moved to approve the airport vouchers totaling \$303,480.25.

Second by Kapitan.

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

Approved the Airport Vouchers:

Engen moved to approve the airport vouchers:

- A. TF POWERS CONSTRUCTION - \$30,825.00
Partial Payment Request #10, Parking Lot Exit Plaza.
- B. TF POWERS CONSRUCTION - \$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.

Approved the Airport Vouchers: (Continued)

- 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.
- 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.

Second by Kapitan.

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

Change to Agenda Order:

Ekman moved to change the order of the agenda and move up Items #6 and #8.

Second by Berg.

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

Received Communication and Presentation by Norm Robinson Regarding Airport Marketing Program:

Norm Robinson was recognized and stated he was tasked by the board to look at the marketing services alternatives for the airport. Robinson reviewed his overview of marketing services provider options. He stated it is not his job to tell the board what to do or to make recommendations.

In summary, he stated the board has two choices:

1. Ask national specialty agencies that have deep experience in airport marketing proposals
2. Retain the Flint Group and give them direction and guidance to be the best they can be.

Berg moved that the board engage Norm Robinson Consulting, LLC to help improve the airport's advertising and make it more impactful.

Second by Ekman.

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

Cosgriff appointed Berg, Ekman and Commissioner Strand to work with Norm Robinson Consulting.

Continued Discussion Regarding Parking Structure:

Cosgriff stated that Engen made a motion at the June 13 meeting to 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. That motion was withdrawn until a full board was present.

Engen stated we have not formally agreed on the daily rate that would be charged in a parking structure, the debt coverage ratio, and a number of other things that are important for that single formatted spreadsheet. Those should be agreed on in advance of making the request to the City Commission.

Berg moved that the MAA adopt a financial model for a parking structure with a \$25 daily rate, 65% occupancy rate, 29% cannibalization from the other lots, and a cost of \$40 million.

Second by Kapitan.

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

Berg moved the MAA move forward with presentations, as required by the MOU, to request two mills from the City of Fargo in support of the airport's Capital Improvement Plan.

Second by Kapitan.

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

Received Change Order #1 (Electrical) From Sun Electric for an Increase of \$936.00, CAT6 Cable for Three Exit Plaza Signs:

Engen moved to approve Change Order #1 from Sun Electric for an increase of \$936.00 for the Parking Lot Exit Plaza Project.

Second by Berg.

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

Received Change Order #1 (Civil) from TF Powers for an Increase of \$38,882.00 for the Parking Lot Exit Plaza Project:

Engen moved to approve Change Order #1 (Civil) to TF Powers Construction for an increase of \$29,269 for a waterline connection and \$9,613 for additional grading).

Second by Berg.

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

Received Change Order #1 from Sun Electric for an Increase of \$72,300 to Security Access System Upgrade:

Berg moved to approve the Change Order #1 from Sun Electric for an increase of \$72,300 to install conduit and new ARFF communication line from the Air Traffic Control Tower to the National Guard Fire Station as part of the Security Access System Upgrade.

Second by Engen.

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

Received Preliminary 2024 Budget:

Dobberstein distributed the preliminary 2024 budget.

After discussion, the board agreed that the July 11 Regular Meeting would be dedicated to review of the budget only, other than items needing immediate approval.

Received Update on Passenger Terminal Expansion and Modification Project:

Brandon Halverson, Mead & Hunt, was recognized via zoom and gave an update on the passenger terminal expansion and modification project. He stated they are wrapping up the design/development phase of the project. He stated there will be updated renderings available early in August as well as budget numbers for furniture, and an animated building flythrough. He stated we had a work session with McGough and reviewed scheduling and lead times. He stated it was determined that there was no advantage in releasing an early foundation package this fall due to material lead times.

Berg now absent.

Authorized Attendance at the AAE National Airports Conference, September 10-12, 2023, Spokane, WA:

Kapitan moved to authorize attendance at the AAE National Airports Conference, September 10-12, 2023, Spokane, WA.

Second by Engen.

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

Absent: Berg

Motion carried.

Received FY2024-FY2026 FAR Part 26 DBE Goal (Approved by FAA 6/14/23):

The FY2024-FY2026 FAR Part 26 DBE Goal, approved by the FAA, was received and filed without objection.

Strand now absent.

Received SP Plus Budget for FY2023/2024:

Greg Pierson, Regional Manager, SP Plus, was recognized via zoom and reviewed their budget for FY2023.2024, which starts July 1.

Engen moved to approve the SP Plus budget proposed for FY2023/2024.

Second by Kapitan.

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

Absent: Berg

Motion carried.

Received MAA Employee Handbook:

The MAA Employee Handbook was distributed to board members. The handbook would be reviewed at one of the August meetings at which we will have representatives from PRO Resources present to give an update as well as any recommendations they may have.

Airport Construction and Security Update:

Jeff Klein, Mead & Hunt, was recognized and gave an update on the Long-Term Parking Lot Expansion Project. He stated there is some uncertainty on the schedule for the North GA Apron Project due to supply issues.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, July 11, 2023.

Time at adjournment was 10:03 a.m.

APPROVED JULY 11, 2023 - SD

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.

Time at adjournment was 9:42 a.m.

APPROVED JULY 25, 2023 - SD

Regular Meeting

Tuesday

July 25, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 25, 2023, at 8:00 a.m.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held July 11, 2023:

Berg moved to approve the minutes of the Regular Meeting held July 11, 2023.
Second by Ekman.
On the call of the roll, Engen, Berg, Ekman, Cosgriff voted aye. Kapitan absent.
Motion carried.

Approved the Airport Vouchers Totaling \$238,775.23:

Berg moved to approve the airport vouchers totaling \$238,775.23.
Second by Ekman.
On the call of the roll, Engen, Berg, Ekman, Cosgriff voted aye. Kapitan absent.
Motion carried.

Approved the Individual Vouchers:

Berg moved to 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 Forcemain.

Approved the Individual Vouchers: (continued)

- 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.

Second by Ekman.

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

Certified 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 (2.0) Mills):

Berg moved to certify to the Board of City Commissioners a mill levy of \$1.7 million, not to exceed 2.0 mills for 2024 improvements, per Section 2-06-14 of the North Dakota Century Code.

Second by Ekman.

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

It was suggested that the board schedule a review of the history of past efforts to form a regional airport authority.

Received Notice from FAA Real Estate to Exercise Their Second Five-Year Option to Lease Space in the Eastside Terminal Building:

Berg moved to approve the second five-year option requested by the FAA for their lease in the Eastside Terminal Building, per their agreement dated July 20, 2023.

Second by Ekman.

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

Received Notice from CNH Industrial Regarding Alteration of Activated Area for Site 2 FTZ at 1330 43rd Street North:

Berg moved to receive and file the notice from CNH Industrial dated July 7, 2023, regarding alteration to activated area, Site 2 of Foreign-Trade Zone 267.

Received Notice from CNH Industrial Regarding Alteration of Activated Area for Site 2 FTZ at 1330 43rd Street North: (continued)

Second by Ekman.

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

Motion carried.

Dobberstein stated this has been sent to US Customs and Border Protection for their review and concurrence.

Authorized Attendance at the ARFF Working Group Conference, September 25-28, 2023, Milwaukee, WI:

Berg moved to authorize attendance at the ARFF Working Group Conference, September 25-28, 2023, Milwaukee, WI.

Second by Ekman.

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

Motion carried.

Discussed Crisis Management:

Commissioner Strand stated in light of the recent event in Fargo he has had his eyes opened as far as how utterly complex it is to communicate with the public in the event of a crisis. He stated this made him think of the airport and if it is prepared for any type of crisis event.

He stated he is wondering how the airport could partner with the City of Fargo during such an event.

Dobberstein stated the Fargo Police Department, as well as Fargo Fire Department, are already part of our airport emergency plan and have been for years through mutual aid agreements. He stated the COF partners with us on our triennial exercise and annual tabletop exercises, as well as all other area emergency responders.

It was requested that we arrange a presentation at a future meeting with Flint Communications and the COF Communications Director.

Selection Committee for Proposed Parking Ramp and Elevated Walkway CMAR:

Berg moved to approve the same Selection Committee for the proposed parking ramp and elevated walkway CMAR as was formed for the Terminal Expansion Project.

Rick Engen (Administration)

Matthew Dubbe, Mead & Hunt (Registered Architect)

Jeff Klein, Mead & Hunt (Registered Engineer)

Ben Meland, Enclave Development (Licensed Contractor)

Selection Committee for Proposed Parking Ramp and Elevated Walkway CMAR: (continued)

Non-scoring observers involved in the selection process will be:

Brandon Halverson, Mead & Hunt
Terry Stroh, TL Stroh Architects
Shawn Dobberstein, MAA

Second by Ekman.

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

Airport Construction and Security Update:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the Exit Plaza Project. They are currently working on disposal of the old exit plaza booths.

Jeff Klein, Mead & Hunt, was recognized and gave an update on the long-term parking lot expansion project and the security access system upgrade.

Other Business:

Berg suggested he would like to see us hold a brown bag session with those local businesses who are airport stakeholders and use general aviation for their businesses. This would be an opportunity to get their input and see if there are any improvements or services they would like to see that are not currently available.

Dobberstein stated we have had pilot forums in the past, but it might be time to schedule another meeting.

Berg moved to adjourn until the next Regular Meeting to be held Tuesday, August 8, 2023.

Second by Ekman.

All members present voted aye. Motion carried.

Time at adjournment was 8:47 a.m.

APPROVED AUGUST 8, 2023 - SD

Regular Meeting

Tuesday

August 8, 2023

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

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held July 25, 2023:

Kapitan moved to approve the minutes of the Regular Meeting held July 25, 2023.
Second by Ekman.
All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$209,804.04:

Engen moved to approve the airport vouchers totaling \$209,804.04.
Second by Kapitan.
All members present voted aye. Motion carried.

Approved the Individual Vouchers:

Kapitan moved to approve the individual vouchers:

- A. MEAD & HUNT - \$3,797.69
East Economy Parking Lot Project.
- B. MEAD & HUNT - \$2,387.47
South General Aviation Area Apron Reconstruction Project.
- C. XCEL ENERGY - \$20,230.18
Electric service for storm pump – North General Aviation Area Expansion Project.
- D. VOLAIRE AVIATION - \$1,875.00
Monthly data.

Approved the Individual Vouchers: (Continued)

- E. NORTHERN IMPROVEMENT COMPANY - \$218,671.11
Partial Payment #2, Long Term Parking Lot Expansion.
- F. MCGOUGH - \$20,356.12
Partial Payment #1 – Pre-construction services, Terminal Expansion Project.
- G. NORTHERN IMPROVEMENT COMPANY - \$456,253.20
Partial Payment #1 – North General Aviation Apron Expansion Project.

Second by Ekman.

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

Received June Financials:

Ekman moved to receive and file June financials.

Second by Kapitan.

All members present voted aye. Motion carried.

Received Change Order #3 from Sun Electric for an Increase of \$6,360.00, Security Access System Upgrade:

Engen moved to approve Change Order #3 from Sun Electric, Inc. for an increase of \$6,360.00 to the Security Access System Upgrade Project.

Second by Ekman.

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

Received Change Order #1 from Northern Improvement Company for Long Term Parking Lot Expansion Project for an Increase of \$7,547.50:

Kapitan moved to approve Change Order #1 from Northern Improvement Company for an increase of \$7,547.50 to the Long-Term Parking Lot Expansion Project.

Second by Ekman.

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

Received Update from Norm Robinson Consulting Regarding Airport Marketing Program:

Norm Robinson was recognized and provided a printed detailed report on his review of the current airport marketing program with Flint Group.

Ekman moved to receive and file the report from Norm Robinson Consulting.

Second by Kapitan.

All members present voted aye. Motion carried.

Received Update from Norm Robinson Consulting Regarding Airport Marketing Program:
(Continued)

Ekman moved to include discussion about an RFP for marketing services at the next meeting. Second by Berg.

After discussion, Berg withdrew his second.

Motion failed for lack of a second.

It was the consensus of the board to add discussion of airport marketing to the next agenda and to include an information session on the relationship between the MAA and the City of Fargo in the event of a crisis.

Received Notice from Brown & Brown/NDPIT Regarding 2024 Medical Plan Renewal:

Randy Johnson, Brown & Brown, representing NDPHIT, was recognized via zoom.

Johnson gave an overview of the NDPHIT program and the renewal for 2024.

Stacey Seeger, Benefits Manager, PRO Resources, was recognized and gave an overview of how the MAA compares to other employers as far as plan offerings and employer health contributions.

Ekman moved to receive the communication from Brown & Brown dated August 1, 2023, advising of the plan increase effective 1/1/2024 of 5.77%.

Second by Kapitan.

All members present voted aye. Motion carried.

Discussion with PRO Resources to Review Employee Handbook, Benefits, Market Rate Reviews:

Megan Johnson, Human Resources Manager, PRO Resources, was recognized. She stated the employee handbook is very thorough and PRO's legal counsel reviews all clients' handbooks on a regular basis in order to make any updates as a result of changes in law.

After discussion, it was requested that the handbook clarify the direction an employee should take in the event they would need to report something to a level higher than their supervisor. It was also requested that PRO provide information to the board on any recommendation for an employee performance evaluation program.

Laurie Perlmutter, Safety Consultant, PRO, was recognized via zoom and gave an overview of the safety and health program provided for the employees.

Engen, Berg now absent.

Authorized Purchase of 2024 GMC Sierra 1500 from ND State Procurement Contract:

Kapitan moved to authorize purchase of a 2024 GMC Sierra 1500 from the ND State Procurement Contract for a cost of \$45,768.00.

Second by Ekman.

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

Absent: Engen, Berg

Motion carried.

Discussed Passenger Terminal Automatic Door Replacement – Phase I, Center Vestibule:

Terry Stroh, TL Stroh Architects, was recognized and reviewed the proposal from Fargo Glass and Paint for the replacement of the automatic doors. The doors are old and parts are no longer available. The doors being proposed are the same as proposed for the terminal expansion project and could be moved to different locations in the building if needed.

The proposal included a base bid and two alternates:

Center Entrance	\$89,600.00
East Entrance (Alternate)	\$45,920.00
West Entrance (Alternate)	\$45,920.00

Kapitan moved to approve the proposal from Fargo Glass & Paint Co. for the Westside Terminal sliding door replacement, center, east and west entrances, for a total of \$181,440.00.

Second by Ekman.

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

Absent: Engen, Berg

Motion carried.

Airport Construction and Security Update:

Jeff Klein, Mead & Hunt, gave an update on the North General Aviation Area Apron Expansion Project, East Economy Parking Lot, and Security Access Control System Upgrade.

Kapitan moved to adjourn the meeting until the Special Meeting to be held Tuesday, August 15, 2023 at 8:00 a.m.

Second by Ekman.

All members present voted aye and the motion carried.

Time at adjournment was 9:59 a.m.

APPROVED AUGUST 22, 2023 - SD

Special Meeting

Tuesday

August 15, 2023

The Special Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 15, 2023, at 8:00 a.m.

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

Chair Cosgriff presiding.

Presentation by Mead & Hunt on the Terminal Expansion and Modification Project:

Representatives from Mead & Hunt gave an update and video presentation on the Terminal Expansion and Modification Project.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, August 22, 2023.

Time at adjournment was 9:03 am.

APPROVED AUGUST 22, 2023 – SD

Regular Meeting

Tuesday

August 22, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 22, 2023, at 8:00 am.

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

Chair Cosgriff presiding.

Meeting started at 8:14 am due to technical issues.

Approved the Minutes of the Regular Meeting Held August 8, 2023 and Special Meeting Held August 15, 2023:

Engen moved to approve the minutes of the Regular Meeting Held August 8 and the Special Meeting held August 15.

Second by Ekman.

All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$278,954.08:

Berg moved to approve the airport vouchers totaling \$278,954.08.

Second by Engen.

All members present voted aye. Kapitan absent.

Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

A. TL STROH ARCHITECTS - \$561.00
Parking Lot Exit Plaza Project.

B. SUN ELECTRIC, INC. - \$936.00
Partial Payment Request #13, Parking Lot Exit Plaza Project.

Approved the Individual Vouchers: (Continued)

- C. SUN ELECTRIC, INC. - \$16,350.00
Partial Payment Request #14 (Final), Parking Lot Exit Plaza Project.
- D. FLINT GROUP - \$13,362.50
2023 Airport Marketing Program.
- E. MEAD & HUNT - \$20,308.95
Long Term Parking Lot Expansion Project.
- F. MEAD & HUNT - \$61,424.37
North General Aviation Area Apron Expansion Project, AIP57.
- G. MEAD & HUNT - \$979.42
Gate 4 Boarding Bridge Replacement.
- H. MEAD & HUNT - \$22,018.48
Cargo Apron Glycol Forecemain.
- I. MEAD & HUNT - \$1,683.61
East Economy Parking Lot.
- J. MEAD & HUNT - \$796,383.38
Passenger Terminal Expansion and Modification Project.
- K. CUMMING GROUP - \$5,176.25
Passenger Terminal Expansion and Modification Project.
- L. MEAD & HUNT - \$4,433.43
Security Access System Upgrade.
- M. MEAD & HUNT - \$21,547.20
Airfield Environmental Documentation (Final).

Second by Ekman.

All members present voted aye. Motion carried.

Received 2nd Quarter Airport Marketing Update from Flint Group:

Representatives from Flint Group presented 2nd Quarter Airport Marketing Update. The presenters were Jodi Duncan, Tara Ekren, Katherine Fearing, Moriah Madsen, Kelsey Miller.

Next steps will be to work in tandem with the City of Fargo and other entities to develop a functional annex for the Airport Emergency Plan outlining the crisis communication plan, discovery session with MAA key stakeholders and the board, dig deeper into Hector and the vision for the future, develop new communications strategy based on discovery, and Flint will attend the Quotient Roundtable in Lexington, KY, October 25-28, 2023.

Received Responses to RFQ for Architectural Services for Proposed Parking Ramp and Elevated Walkway:

Responses to request for qualifications for Architectural Services for Proposed Parking Ramp and Elevated Walkway were due August 9, 2023. The MAA received one response, TL Stroh Architects.

Engen moved to accept the proposal for architectural services for the proposed parking ramp and elevated walkway from TL Stroh Architects.

Second by Berg.

All members present voted aye. Motion carried.

Received Responses to RFQ for Construction Management at Risk for Proposed Parking Ramp and Elevated Walkway and Receive Recommendation from the CMAR Selection Committee:

Responses to request for qualification for Construction Management at Risk for proposed parking ramp and elevated walkway were due August 9, 2023 and received as follows:

McGough Construction
Kraus Anderson
PCL Construction

Jeff Klein, Mead & Hunt, was recognized and stated the CMAR Selection Committee members were:

Rick Engen (Administration)
Matthew Dubbe, Mead & Hunt (Registered Architect)
Jeff Klein, Mead & Hunt (Registered Engineer)
Ben Meland, Enclave Development (Licensed Contractor)

Klein stated the committee met and reviewed the proposals. The proposals were scored and the committee unanimously selected McGough as the highest scoring firm. He stated McGough did not address some of the selection criteria in their proposal so because of that the committee is recommending interviewing the two highest ranking firms, McGough and Kraus Anderson.

Received Responses to RFQ for Construction Management at Risk for Proposed Parking Ramp and Elevated Walkway and Receive Recommendation from the CMAR Selection Committee:
(continued)

After discussion, Berg moved to accept the proposal from McGough, subject to their demonstration of the safety, scheduling and estimating that we would expect.

Second by Kapitan.

All members present voted aye. Motion carried.

Receive Update from Joel Kath, Electrical Engineer, JK Engineers, Inc., Regarding Airfield Lighting and Regulator Replacement Project:

Communication from Joel Kath, JK Engineers, Inc., dated August 21, 2023, was received and filed without objection. The communication included estimates for airfield lighting upgrades and modifications:

Runway 9/27 – replace and upgrade runway lights to LED

Runway 18/36 – replace and upgrade runway lights to LED

Electrical Vault – building improvements and regulator replacement

Kath was recognized and stated the biggest challenge on this project is lead time on materials, which can be up to 36 weeks. He stated they are recommending procuring the equipment ahead of time through a government purchasing entity which will allow that purchase to be PFC or AIP eligible. The bidding process for the construction portion of the project would be in November, delivery of materials in June 2024, with construction completion in August 2024.

Berg moved to approve the material purchase through Sourcewell, as recommended by JK Engineers.

Second by Engen.

All members present voted aye. Motion carried.

Received Request from Fargo Air Museum Regarding Sponsorship for the 15th Annual Celebrity Dinner and Auction, September 7, 2023:

Engen moved to approve the Silver Level Sponsorship for \$2,500 for their 15th Annual Celebrity Dinner & Auction, and that the two tickets be offered to recently retired NDANG member, David Lipp.

Second by Ekman.

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

Berg voted no.

Motion carried.

Authorized Upgrade and Repairs to Vaisala Runway Surface Sensor System (\$103,256.53):

The proposal from Vaisala dated August 17, 2023, was received and filed without objection. The proposal is to upgrade the runway surface sensor system.

Engen moved to approve the upgrade and repairs to the Vaisala Runway Surface Sensor System for a cost of \$103,256.53.

Second by Berg.

All members present voted aye. Motion carried.

Authorized Purchase of Eagle & Myslik Airfield Edge Light Cleaner (\$102,420.00):

Dobberstein stated our airfield staff solicited quotes on airfield edge light cleaners and we received two proposals. The one was from Fortbrand for a Stark Edge Light Plow for \$75,123.00, but it would require purchasing a Wille multi-functional wheel loader at a cost of \$345,000.00. The second was from Eagle & Myslik Inc. for an Eagle Edge Lite Cleaner with second blower integration package for \$102,420.00, which can be attached to our existing equipment.

Engen moved to authorize the purchase of the Eagle & Myslik Airfield Edge Light Cleaner at a cost of \$102,420.00.

Second by Ekman.

All members present voted aye.

Kapitan absent.

Motion carried.

Received Communication from Grand Forks Fire Equipment and Chief Noyes Regarding the Replacement of MSA G1 SCBA Gear for ARFF Employees:

Chief Noyes was recognized and reviewed the quotation from Grand Forks Fire Equipment for the replacement of MSA G1 SCBA Gear for the firefighters at a cost of \$71,390.00.

Engen moved to approve the replacement of the MSA G1 SCBA Gear from Grand Forks Fire Equipment at a cost of \$71,390.00.

Second by Ekman.

All members present voted aye. Motion carried.

Received Change Order #1 from Northern Improvement Company for the North General Aviation Area Ramp Expansion and Perimeter Road Reconstruction Project for a Deduct of \$206,976.08:

Jeff Klein, Mead & Hunt, was recognized and reviewed the components of Change Order #1 to Northern Improvement.

Engen moved to approve Change Order #1 from Northern Improvement Company for the North General Aviation Area Ramp Expansion and Perimeter Road Construction Project for a deduct of \$206,976.08.

Second by Ekman.

All members present voted aye. Motion carried.

September Meeting Dates:

After discussion, Engen moved the MAA set September meeting dates as follows:

Thursday, September 14 – 8:00 am

Tuesday, September 26 – 8:00 am

Second by Ekman.

All members present voted aye. Motion carried.

Airport Construction and Security Update:

Jeff Klein, Mead & Hunt, was recognized and gave an update on the long-term parking lot expansion project and the security access system project.

Other Business:

Berg moved to authorize attendance at The Quotient Group Airport Roundtable, October 25-27, 2023, Lexington, KY, by board member Ekman.

Second by Engen.

All members present voted aye.

Kapitan absent.

Motion carried.

Engen moved to adjourn the meeting until the next meeting to be held Thursday, September 14, 2023 at 8:00 am.

Second by Ekman.

All members present voted aye. Motion carried.

Time at adjournment was 9:46 a.m.

APPROVED SEPTEMBER 14, 2023 - SD

Regular Meeting

Thursday

September 14, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Thursday, September 14, 2023, at 8:00 am.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held August 22, 2023:

Kapitan moved to approve the minutes of the Regular Meeting Held August 22, 2023.
Second by Engen. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$432,726.30:

Engen moved to approve the airport vouchers totaling \$432,726.30.
Second by Kapitan. All members present voted aye. Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. MCGOUGH - \$32,279.00
Partial Payment Request #2, Preconstruction Services – Passenger Terminal.
- B. SUN ELECTRIC - \$7,495.50
Partial Payment Request #4, Security Access System Upgrade.
- C. VOLAIRE AVIATION - \$1,875.00
Monthly air service data.
- D. TL STROH ARCHITECTS - \$9,940.56
Parking Lot Exit Plaza Project.

Approved the Individual Vouchers: (continued)

- E. FLINT GROUP - \$18,833.00
2023 Airport Marketing Program.

Second by Kapitan. All members present voted aye. Motion carried.

Received July Financials:

Engen moved to receive the July financials.

Second by Berg. All members present voted aye. Motion carried.

Received Update on Passenger Terminal Expansion and Modification Project from Mead & Hunt; Leibowitz & Horton:

Presenters were:

- Brandon Halverson, Mead & Hunt
- Steve Horton, Leibowitz & Horton (via zoom)
- Monica Weddle, Leibowitz & Horton (via zoom)
- Greg Pierson, SP Plus Parking (via zoom)

Halverson stated the goal today is to get direction from the board on what it wants to do as far as the budget for the project and he will cover three options. He stated this is a lot of information at one time so he will understand if the board is not ready to make a decision today.

A draft Terminal Expansion and Renovation Design (60%) – Financial Analysis and Estimated Project Cost and Development Schedule, and a Summary of Stakeholders' Participation to the Terminal Expansion and Renovation Project were reviewed.

Berg recommended the board take informal action to have a temporary subcommittee to review the financials on the terminal expansion project before presentations at the meetings so that the process for making decisions at meetings can be expedited. He stated he was willing to put in some extra time outside of the meetings to serve on that subcommittee.

Engen also volunteered to serve on that subcommittee.

It was the consensus of the board to approve that informal action.

Berg moved to receive and file the financial analysis presented today and that the revisions discussed be made and a revised analysis be presented at the next meeting.

Second by Engen. All members present voted aye. Motion carried.

Received Proposed Contract with TL Stroh Architects for Parking Structure (\$2,365,000):

Kapitan moved to delay this item until the next meeting.

Second by Berg. All members present voted aye. Motion carried.

Received Communication from The Arts Partnership:

The communication from Tania Blanich, The Arts Partnership, dated August 8, 2023, was received and filed without objection. The request was for \$6,500.00 for the partnership for the upcoming year starting October 1, 2023.

Engen moved to approve the partnership with The Arts Partnership for \$6,500.00. Second by Kapitan. All members present voted aye. Motion carried.

Received Special Assessment Notices from the City of Fargo – 40th Avenue North Street Lights; North University Drive Reconstruction:

The communication from Attorney Bossart dated August 29, 2023, to Dan Eberhardt, Special Assessments Coordinator, City of Fargo, was received and filed without objection.

Engen moved to receive the Special Assessment Notices for Improvement District #SL-21-C (Street Lighting & Incidentals) and Improvement District #BN-20-A (Arterial New Construction & Incidentals – Paving) and that the MAA request a deferral from the City of Fargo.

Second by Kapitan. All members present voted aye. Motion carried.

Received Update on South Perimeter Road Realignment Project (No Bids Received):

Jeff Klein, Mead & Hunt, was recognized and stated since the project was under \$200,000 we did not have to formally advertise for bids but invited proposals from three contractors. Bids were due September 7, but no bids were received. He stated the project will be re-bid in the spring.

Received Pavement Engineering Report from Mead & Hunt for South GA and Westside Terminal Ramps:

Jeff Klein, Mead & Hunt, was recognized and presented the Pavement Engineering Report compiled from a site visit on July 14, 2023.

Recommendation from Mead & Hunt is to apply Vetrofluid on the Westside Terminal apron and South GA apron at an estimated cost of \$128,707.00, which serves as a sealant to prevent FOD, and that Elephant Armor (filler material) be used in random sections within the Westside Terminal apron and South GA apron, to test its effectiveness for future repairs, at a cost of \$3,128.00. These steps will provide a rehabilitative solution to provide safe pavement until reconstruction is possible.

Berg moved to approve the recommendation by Mead & Hunt for application of Vetrofluid and Elephant Armor in the areas of the Westside Terminal apron and South GA apron.

Second by Engen. All members present voted aye. Motion carried.

Received Responses to Request for Qualifications for Engineering Services 2024-2028:

Dobberstein stated the FAA requires us to advertise a Request for Qualifications for engineering services for a term not to exceed five years. Proposal were due September 7 and we received one response, Mead & Hunt. Copies of their statement of qualifications were distributed to board members.

Engen moved to accept the proposal from Mead & Hunt and award a maximum five-year term.

Second by Kapitan. All members present voted aye. Motion carried.

Received Lease Agreement with Stuart Beckman for Short-Term Use of an Office in the Eastside Terminal:

Engen moved to approve the lease agreement with Stuart Beckman for short-term use of an office in the Eastside Terminal effective September 15, 2023.

Second by Kapitan. All members present voted aye. Motion carried.

Authorized Purchase of 2024 Ford F-250 LX, State of North Dakota Contract (\$48,990.12):

Engen moved to authorize purchase of a 2024 Ford F-250 SX through the North Dakota State Contract at a cost of \$48,990.12.

Second by Kapitan. All members present voted aye. Motion carried.

Authorized Attendance at the Great Lakes Chapter AAAE Airports Conference, October 3-6, 2023, Rosemont, IL:

Kapitan moved to authorize attendance at the Great Lakes Chapter AAAE Airports Conference, October 3-6, 2023, Rosemont, IL.

Second by Engen. All members present voted aye. Motion carried.

Authorized Attendance at the ICAS (Airshow) Convention, December 4-7, 2023, Las Vegas, NV:

Engen moved to authorize attendance at the ICAS (Airshow) Convention, December 4-7, 2023, Las Vegas, NV.

Second by Kapitan. All members present voted aye. Motion carried.

Authorized Attendance at the AAAE Aviation Issues Conference, January 6-11, 2024, Kohala Coast, HI (Registration Only):

Dobberstein stated as a member of the Board of Directors of the AAAE, he would be required to pay for registration only for this conference. The AAAE covers the cost of travel.

Engen moved to authorize attendance at the AAAE Aviation Issues Conference, January 6-11, 2024, Kohala Coast, HI (registration only).

Second by Kapitan. All members present voted aye. Motion carried.

Airport Construction and Security Update:

Jeff Klein, Mead & Hunt, was recognized and gave an update on the Long-Term Parking Lot Expansion Project and the North General Aviation Apron Expansion Project.

Kapitan moved to adjourn the meeting until the next regular meeting to be held Tuesday, September 26, 2023.

Second by Engen. All members present voted aye. Motion carried.

Time at adjournment was 9:47 a.m.

APPROVED SEPTEMBER 26, 2023 – SD

Regular Meeting

Tuesday

September 26, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, September 26, 2023, at 8:00 am.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held September 14, 2023:

Kapitan moved to approve the minutes of the Regular Meeting held September 14, 2023.

Second by Ekman.

All members present voted aye. Berg absent. Motion carried.

Approved the Airport Vouchers Totaling \$315,892.54:

Engen moved to approve the airport vouchers totaling \$315,892.54.

Second by Kapitan.

All members present voted aye. Berg absent. Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. MEAD & HUNT - \$62,394.23
North General Aviation Area Expansion.
- B. MEAD & HUNT - \$5,353.37
Boarding Bridge – Gate #4.
- C. MEAD & HUNT - \$13,342.32
Long Term Parking Lot Expansion.
- D. MEAD & HUNT - \$813.03
East Economy Lot.

Approved the Individual Vouchers: (continued)

- E. MEAD & HUNT - \$613,614.06
Passenger Terminal Expansion Project.
- F. MEAD & HUNT - \$78,378.53
South General Aviation Area Apron soil management testing.
- G. MCGOUGH - \$55,226.00
Partial Payment Request #3, Preconstruction Services, Passenger Terminal Expansion Project.
- H. MEAD & HUNT - \$1,791.55
Security Access System Upgrade.
- I. MEAD & HUNT - \$5,242.21
Cargo Apron Glycol Forcemain.
- J. NORTHERN IMPROVEMENT COMPANY - \$643,109.34
Partial Payment Request #3, Long Term Parking Lot Expansion.
- K. NORTHERN IMPROVEMENT COMPANY - \$2,551,239.26
Partial Payment Request #2, North General Aviation Area Apron Expansion and Perimeter Road Reconstruction.

Second by Kapitan.

All members present voted aye. Berg absent. Motion carried.

Adopt Resolution for the Bank of North Dakota Airport Facilities Revenue Bond, Series 2023:

The proposed \$40,000,000 Municipal Airport Authority of the City of Fargo, North Dakota Airport Facilities Revenue Bond, Series 2023, Financing Resolution, was received and filed without objection.

Ekman moved to adopt the Financing Resolution for the Airport Facilities Revenue Bond, Series, 2023, subject to a request to and approval by the the Bank of North Dakota to add the parking garage to the definition of "Project."

Second by Engen.

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

Absent: Berg

Motion carried.

Continued Discussion Regarding Proposed 2024 Budget:

Dobberstein distributed a summary of the preliminary 2024 budget dated 9/21/2023.

He stated the board needs to determine the COLA for employees for 2024. The previous recommendation was 3%. He stated he updated the cost of employee health insurance, which included a 5.77% increase. The budget included the employee share of premiums at the same amounts.

Engen moved to conduct a study to consider paying 100% of the single health insurance premium and a pro rata portion of a family plan to understand the additional annual cost to the airport budget.

Second by Ekman.

Engen, Kapitan, Ekman voted aye. Cosgriff voted no. Berg absent. Motion carried.

Received Communication from UPS Regarding Parking Lot Expansion Project – Ground Lease Amendment #1:

The documents from UPS regarding parking lot expansion project were received and filed without objection.

Dobberstein explained UPS is requesting an amendment to their lease turning current green space they lease into a parking lot.

Engen moved to approve Amendment #1 to the ground lease with UPS for the addition of a North Parking Lot.

Second by Kapitan. All members present voted aye. Berg absent. Motion carried.

Received Update from Mead & Hunt Regarding the Passenger Terminal Project:

Brandon Halverson, Mead & Hunt, (via zoom) presented an update on the passenger terminal expansion project. He reviewed the bid packages going out. He stated he will have some more interior renderings at the next meeting. He stated there will be another round of listening sessions with the user groups in October. Those sessions include the Freedom Resource Center and The Arts Partnership. Halverson stated that they did seek and receive community input early on in the planning process and right now we are in the finishes and details stage of the project. The next round of community involvement would be more informative regarding the progress of the project.

Ekman moved to receive the report from Mead & Hunt and that a community task force committee be formed for public input.

Second by Engen.

All members present voted aye. Berg absent. Motion carried.

Receive Proposed Contract with TL Stroh Architects for Parking Structure (\$2,365,000):

Engen moved to approve the contract with TL Stroh Architects for the proposed parking structure for an amount up to \$2,635,000.

Second by Ekman.

Engen, Kapitan, Ekman, Cosgriff voted aye. Berg absent. Motion carried.

Authorized Travel to the Chamber 2023 D.C. Fly-In, ND National Guard Reception, November 13-15, 2023, Washington, DC:

Engen moved to authorize travel to the Chamber 2023 D.C. Fly-In, ND National Guard Reception, November 13-15, 2023, Washington, DC.

Second by Kapitan.

All members present voted aye. Berg absent. Motion carried.

Airport Construction and Security Update:

Jeff Klein, Mead & Hunt, was recognized and gave an update on the North General Aviation Area Apron Expansion Project.

Engen moved to adjourn the meeting until the next regular meeting to be held Tuesday, October 10, 2023.

Second by Kapitan. All members present voted aye. Berg absent. Motion carried.

Time at adjournment was 9:04 am.

APPROVED OCTOBER 10, 2023 – SD

Regular Meeting

Tuesday

October 10, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 10, 2023, at 8:00 am.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held September 26, 2023:

Engen moved to approve the minutes of the Regular Meeting held September 26, 2023.
Second by Ekman. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$323,452.49:

Engen moved to approve the airport vouchers totaling \$323,452.49.
Second by Berg. All members present voted aye. Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. AERO BRIDGEWORKS - \$145,729.26
Partial Payment Request #1, Gate #4 Boarding Bridge Replacement.
- B. AERO BRIDGEWORKS - \$36,977.13
Partial Payment Request #2, Gate #4 Boarding Bridge Replacement.
- C. VOLAIRE AVIATION - \$1,875.00
Monthly air service data.
- D. FLINT GROUP - \$42,405.90
2023 Airport Marketing Program.

Approved the Individual Vouchers: (continued)

- E. TL STROH ARCHITECTS - \$396.00
Parking Lot Exit Plaza Project.
- F. TL STROH ARCHITECTS - \$42,570.00
Parking structure design.
- G. TF POWERS CONSTRUCTION CO. - \$70,385.00
Partial Payment Request #12 (General) – Parking Lot Exit Plaza Project.
- H. TF POWERS CONSTRUCTION CO. - \$40,628.05
Partial Payment Request #12 (Civil) – Parking Lot Exit Plaza Project.

Second by Berg. All members present voted aye. Motion carried.

Received Update on Bank of North Dakota Loan:

John Shockley, Bond Counsel, was recognized via zoom, and gave an update on the board’s request to amend the Financing Resolution for the Airport Facilities Revenue Bond, Series 2023, to add the parking garage to the definition of “Project.” Shockley stated the change could be made but the application would have to be amended and go through the approval process again, which could potentially cause delays in getting the loan closed.

Following discussion, the board directed Mr. Shockley to move forward with the requested amendment to the application with the Bank of North Dakota.

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

Berg stated they are not prepared at this time to make an updated financial presentation by Leibowitz and Horton.

Brandon Halverson and Gena Mollica, Mead & Hunt, were recognized via zoom and presented an update on interior renderings for the terminal expansion project, concentrating on the restrooms.

Halverson presented a budget update for the project:

Estimate at March 2023 Schematic Design Drawings	\$ 106,300,000
Estimate at August 2023 Design Development Drawings \$	118,500,000
Estimate Differences	12,200,000
VE Savings	- 6,000,000
Estimate Differences after VE Savings	+ 6,200,000

Received Update from Mead & Hunt and Leibowitz and Horton Regarding Passenger Terminal Project: (Continued)

Estimate at August 2023 Design Development Drawings	118,500,000
VE Savings	- 6,000,000
ESTIMATE AT AUGUST 2023 DESIGN DEVELOPMENT DRAWINGS + VE Savings	\$112,500,000 *
(*Includes \$8.7 million for contingency)	

Engen moved to accept the recommendation of Mead & Hunt per the changes under current conditions.

Second by Berg. All members present voted aye. Motion carried.

Received and Approved GMP Amendment #1 (Bid Package 0) with McGough Construction/TF Powers Construction Co. Associated with the Passenger Elevator Project:

GMP Amendment #1 (Bid Package 0) with McGough Construction/TF Powers Construction Co. associated with the passenger elevator project in the amount of \$743,287 was received and filed without objection.

Engen moved to approve GMP Amendment #1 in the amount of \$743,287, to begin construction of a passenger elevator as part of the Terminal Expansion Project.

Second by Ekman. All members present voted aye. Motion carried.

Continued Discussion Regarding CY2024 Budget:

Engen moved the MAA pay 100% of the single employee health insurance plan and a pro rata portion of a family plan.

Motion died for lack of a second.

Engen moved to approve a 3% cost of living adjustment for 2024.

Second by Kapitan. All members present voted aye. Motion carried.

Berg moved to set the estimated parking revenue for 2024, which includes MAG parking revenue, at \$6.7 million.

Second by Ekman.

Berg, Kapitan, Ekman, Cosgriff voted aye.

Engen voted no. Motion carried.

Update on Parking Structure:

Scott Froemming, Walker Consultants, was recognized via zoom and gave an update on preliminary plans for the proposed parking structure.

Berg now absent.

Received Communication from US DOT Regarding Small Community Air Service Development Grant Award:

The Order Awarding Grants from the US DOT for the Small Community Air Service Development Program awarding Fargo a \$500,000 grant to secure air service between Fargo, ND and Charlotte, NC on American Airlines was received and filed without objection. The awarding of this grant will result in our foregoing the grant for Seattle service and that will be returned to the DOT.

Received Communication from Wyatt Tracy, Buck's Trading Co., Requesting Extension of Eastside Terminal Office Lease:

The communication from Wyatt Tracy, Buck's Trading Co., dated September 26, 2023, requesting a one-year extension was received and filed without objection.

Engen moved to approve the one-year lease extension requested by Buck's Trading Co.

Second by Ekman. All members present voted aye. Motion carried.

Received Communication from Consolidated Communications Requesting Easement to Install Fiber to South GA Hangar Tenant:

Request was received from Consolidated Communications for an easement to install fiber to South GA Hangar tenant, Paul Bernabucci (1650 23rd Avenue North).

Ekman moved to approve the easement requested by Consolidated Communications to provide fiber services to 1650 23rd Avenue North.

Second by Engen. All members present voted aye. Berg absent. Motion carried.

Received Request from Joel Peterson (J Wesley Hangar) Requesting Extension to South GA Hangar Ground Lease:

The communication from Joel Peterson dated October 5, 2023, requesting a five-year extension to the ground lease for 1708 23rd Avenue North was received and filed without objection.

Engen moved to approve the five-year ground lease extension requested for J Wesley Hangar.

Second by Ekman. All members present voted aye. Berg absent. Motion carried.

Received Change Order #2, TF Powers Construction Co. (Civil) Associated with the Parking Lot Exit Plaza Project for an Increase of \$5,054.00:

Change Order #2 to TF Powers Construction Co. (Civil) for an increase of \$5,054.00 is for asbestos abatement in the existing exit booths.

Engen moved to approve Change Order #2 to TF Power Construction Co. (Civil) for an increase of \$5,054.00 for the Parking Lot Exit Plaza Project.

Second by Ekman. All members present voted aye. Berg absent. Motion carried.

Received August 2023 Financials:

Engen moved to receive the August 2023 financials.

Second by Ekman. All members present voted aye. Berg absent. Motion carried.

Airport Construction and Security Update:

Jeff Klein, Mead & Hunt, was recognized and gave an update on the North General Aviation Area Ramp Expansion, the installation of communication cable from the ATCT to the ARFF Station, the application of the Vetrofluid to pavement areas, and the installation of the boarding bridge at Gate #4.

Ekman moved to adjourn until the next Regular Meeting to be held October 24, 2023.

Second by Engen. All members present voted aye. Berg absent. Motion carried.

Time at adjournment was 10:10 a.m.

APPROVED OCTOBER 24, 2023 – SD

Regular Meeting

Tuesday

October 24, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, October 24, 2023, at 8:00 am.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held October 10, 2023:

Kapitan moved to approve the minutes of the Regular Meeting held October 10, 2023. Second by Berg. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$289,162.96:

Engen moved to approve the airport vouchers totaling \$289,162.96. Second by Kapitan. All members present voted aye. Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. MEAD & HUNT - \$467,927.53
Passenger Terminal Expansion Project.
- B. MEAD & HUNT - \$2,054.86
Security Access System Upgrade.
- C. MEAD & HUNT - \$89,196.71
North General Aviation Area Apron Expansion.
- D. SUN ELECTRIC - \$19,817.00
Partial Payment Request #15, Security Access System Upgrade.
- E. MCGOUGH CONSTRUCTION - \$25,471.00
Partial Payment Request #4, Pre-Construction Services, Terminal Expansion Project.

Approved the Individual Vouchers: (Continued)

- F. NORTHERN IMPROVEMENT - \$943,929.99
Partial Payment Request #3, North General Aviation Area Apron Expansion.
- G. NORTHERN IMPROVEMENT - \$6,870.01
Partial Payment Request #4, Long Term Parking Lot Expansion.

Second by Kapitan. All members present voted aye. Motion carried.

Received Update from PRO Resources:

Megan Johnson, Human Resources Manager, PRO Resources was recognized and presented a draft job description for a Chief Financial Officer. She reviewed some of the highlighted items, as well as the recommendation that the position be changed to Finance Director in order to attract more candidates, lower the salary somewhat, and provide room for career advancement.

The draft job description was received and filed without objection.

Received Update from SP Plus Regarding Parking Structure Financial Analysis and Rate Analysis:

Greg Pierson, Regional Manager, SP Plus, attended the meeting via zoom. The board was provided with three spreadsheets (25-Year Financing Review, Parking Areas – Spaces and Daily Max Rates, and Revenue Forecasts).

Berg moved that we re-engage EideBailly to coordinate the numbers with Leibowitz and Horton and SP Plus to provide us with the information we need to make a decision on the parking garage.

Second by Kapitan. All members present voted aye. Motion carried.

Received Update from Flint Group Regarding Airport Marketing Plan:

Representatives from Flint Group presented their three-year strategic communications plan outline. The presenters were Jodi Duncan, Tara Ekren, Kelsey Miller.

Received Update Regarding Bank of North Dakota Loan, Possible Updated Resolution:

Dobberstein stated Mr. John Shockley, Bond Counsel, was not able to attend today but his update was that the process of amending the Financing Resolution for the Airport Facilities Revenue Bond, Series 2023, to add the parking garage to the definition of “Project” turned out to be a more involved process than originally thought. Update at the next meeting.

Received Proposed Contract from Mead & Hunt to Prepare Title VI and Community Participation Program (Not to Exceed \$33,751):

The proposed contract from Mead & Hunt to prepare Title VI and Community Participation Program was received and filed without objection. Cost not to exceed \$33,751.

Engen moved to approve the proposed contract with Mead & Hunt to prepare Title VI and Community Participation Program for a fee not to exceed \$33,751.

Second by Kapitan. All members present voted aye. Motion carried.

Received and Approved Preconstruction Services Agreement with McGough Construction/TF Powers Construction for Proposed Parking Structure (\$116,000):

Berg moved to approve the Preconstruction Services Agreement with McGough Construction/TF Powers Construction for the proposed parking structure at a cost of \$116,000.

Second by Kapitan. All members present voted aye. Motion carried.

Kapitan moved that Ekman be the board representative that will attend the expansion project construction meetings.

Second by Berg. All members present voted aye. Motion carried.

Received Request from City of Fargo for Temporary Easement on Airport Property:

The communication dated October 16, 2023, from Mark Miller, City of Fargo Water Reclamation Utility, was received and filed without objection. The communication requested a temporary easement on airport property directly west of the treatment facility for a staging area in association with a flood protection project for the treatment facility. Schedule of the project is the 2024 construction season with final completion set for April 2025. The COF will pay the MAA the cash rent if they move forward.

Engen moved to approve the request for the temporary easement.

Second by Ekman. All members present voted aye. Motion carried.

Received Communication from Andy Skatvold (KFAR Hangar LLC) and First International Bank & Trust Regarding Lease Assignment for North GA Hangar:

The communication dated October 16, 2023, from Andy Skatvold was received and filed without objection. The request was for an assignment of lease to First International Bank & Trust on the hangar at 3929 20th Street North.

Berg moved to approve the lease assignment to First International Bank & Trust.

Second by Kapitan. All members present voted aye. Motion carried.

Received Communication from Dr. Casey Fines Regarding South GA Hangar Association Name Change:

The communication dated October 10, 2023, from Dr. Case Fines was received and filed without objection. The request was for an amendment for the ground lease changing the name from Air Condo Association to Fly High Condo Association.

Berg moved to approve the lease amendment changing the name to Fly High Condo Association.

Second by Kapitan. All members present voted aye. Motion carried.

Authorized Purchase of Ventrac Tractor Mower (\$79,795.40):

Engen moved to authorize purchase of the Ventrac Tractor Mower per quote provided by MTI Distributing at a cost of \$79,795.40.

Second by Kapitan. All members present voted aye. Motion carried.

Jill Gustofson, Indigo Signs Discussion:

Jill Gustofson, Indigo Signs, was recognized and at the request of Paula Ekman made a presentation on potential outdoor digital signage along 19th Avenue at the entrance to the airport.

Continued Discussion Regarding Employee Recognition Program:

Brief discussion was held on ideas for employee recognition. No action taken.

Receive Update Regarding Corporate Aviation Meeting Held October 3:

Berg gave a brief recap on the meeting held with corporate aviation stakeholders on October 3, and the items discussed. The next meeting is scheduled for November 15.

Airport Construction and Security Update:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking garage project. They hope to have a schematic design presentation and estimate for the November 28 meeting.

Updates were given on the long-term parking lot expansion project, north general aviation apron expansion project, Gate #4 boarding bridge, and security access system upgrade.

Berg moved to adjourn until the next meeting to be held Thursday, November 16, 2023.

Second by Kapitan. All members present voted aye. Motion carried.

Time at adjournment was 9:22 am.

APPROVED NOVEMBER 16, 2023 – SD

Regular Meeting

Thursday

November 16, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Thursday, November 16, 2023, at 8:00 a.m.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held October 24, 2023:

Berg moved to approve the minutes of the Regular Meeting held October 24, 2023.
Second by Ekman. All members present voted aye. Kapitan absent. Motion carried.

Approved the Airport Vouchers Totaling \$278,406.93:

Berg moved to approve the airport vouchers totaling \$278,406.93.
Second by Engen. All members present voted aye. Kapitan absent. Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. NORTHERN IMPROVEMENT - \$6,870.01
Partial Payment Request #4, Long Term Parking Lot Expansion.
- B. AERO BRIDGEWORKS - \$964,215.04
Partial Payment Request #3, Gate 4 Boarding Bridge.
- C. VOLAIRE AVIATION - \$1,875.00
Air service data.
- D. SUN ELECTRIC - \$17,798.25
Partial Payment Request #16, Security Access System Upgrade.

Approved the Individual Vouchers: (continued)

- E. NORTHERN IMPROVEMENT - \$29,192.30
Taxiway A1 repair.
- F. TL STROH ARCHITECTS - \$78,855.00
Parking Structure Design Development.
- G. TL STROH ARCHITECTS - \$306.00
Parking Lot Exit Plaza Project.
- H. MEAD & HUNT - \$4,198.61
Security Access System Upgrade.
- I. FLINT GROUP - \$49,197.43
2023 Airport Marketing Program.
- J. NORTHERN IMPROVEMENT - \$15,565.45
Partial Payment #5 (Final), Long Term Parking Lot Expansion.
- K. MEAD & HUNT - \$669,717.34
Terminal Project Design and Bidding.
- L. PARSONS ELECTRIC - \$700.00
North General Aviation Apron Project, utility locates.
- M. MCGOUGH CONSTRUCTION - \$31,808.00
Partial Payment Request #5, Pre-Construction Services, Terminal Expansion Project.
- N. MEAD & HUNT - \$1,213.24
Gate 4 Boarding Bridge Replacement.

Second by Berg. All members present voted aye. Kapitan absent. Motion carried.

Received September 2023 Financials:

Dobberstein presented and reviewed the September 2023 financials. There was discussion regarding possibly making adjustments to the 2024 budget because of increased 2023 revenues over 2023 budget.

Engen moved to receive and file the September 2023 financials.

Second by Berg. All members present voted aye. Kapitan absent. Motion carried.

Received Update from PRO Resources:

Megan Johnson, HR Manager, PRO Resources, was recognized and presented her research on employee performance reviews and the employee recognition program. She stated she has had discussions with the three supervisors to get their input regarding employee evaluations. Johnson was directed to continue to work with the Executive Director on what a structured program might look like.

Received Update on Proposed Parking Structure Design Development:

Terry Stroh, TL Stroh Architects, was recognized via zoom and gave a brief update on the parking structure design development. He stated they are on track to have everything ready to give McGough so they can begin estimating the project.

Received Update on Request to Defer Special Assessments:

The communication dated October 27, 2023, from Nancy Morris, Fargo City Attorney, was received and filed without objection.

Attorney Bossart stated that the MAA requested a deferral of special assessments on Improvement District BN-20-A (Arterial New Construction & Incidentals) and Improvement District SL-21-C (Street Lighting & Incidentals). The response from the COF was that no deferral is warranted for either project. She stated these are still under review by the FAA so she will have more to report after we receive the results of that review.

Received Proposal from Volaire Aviation to Prepare a Passenger Leakage and Retention Study (Not to Exceed \$17,500):

The proposal for Air Service Consulting Services from Volaire Aviation dated October 30, 2023, was received and filed without objection. The scope of services is for an updated drive diversion/passenger leakage study. The cost is not to exceed \$17,500.

Berg moved to approve the proposal from Volaire Aviation for the Passenger Leakage and Retainage Study for a cost not to exceed \$17,500.

Second by Ekman. All members present voted aye. Kapitan absent. Motion carried.

Received 3rd Quarter Marketing Update from Flint Group:

Tara Ekren, Flint Group, was recognized and gave a 3rd Quarter marketing update. She stated they are still in the process of gathering survey results from board members as well as community partners. She gave an update on social media activity.

Berg moved to receive the report from Flint Group.

Second by Ekman. All members present voted aye. Kapitan absent. Motion carried.

Received Update from Ekman Regarding Airport Conference:

Ekman gave a presentation on the The Quotient Group Airport Roundtable she attended in Lexington, KY in October.

Received Update on Bank of ND Loan Resolution:

Attorney Bossart stated we received the proposed resolution from the Bank of North Dakota and the City of Fargo made some proposed changes. She stated Attorney John Shockley, Bond Counsel, had concerns regarding those proposed changes.

Shockley was recognized via zoom and stated one major issue on which he wants to get some direction from the board is on the reimbursement agreement being proposed by the COF. He stated in the event the COF is ever required to have a tax levy for a bond issue they would normally go to a mill levy across the city. He stated they are asking that if that happens, the airport would repay that levy, which raised concerns for him. He stated the COF is essentially asking to keep that money after it has been levied across all the taxpayers in Fargo. He stated that would make sense if it was taken from the COF's general fund but not if you are levying a tax across the city.

Shockley stated he is recommending the following:

- 1) This agreement be subordinated to any future bonds
- 2) MAA should direct him to work with the COF attorney to negotiate a solution, and he would propose the airport make repayment if the funds come out of the COF's general fund, but if a mill is levied that the parties mutually work together with the result being a reduction in the mill levy to taxpayers.

It was the consensus of the board to take the recommendation of Bond Counsel Shockley and that he be authorized to take the direction outlined.

Received Change Order #2 to Northern Improvement for an Increase of \$71,233.45 for North General Aviation Apron Expansion Project:

Change Order #2 to Northern Improvement for an increase of \$71,233.45 for the North General Aviation Apron Expansion Project was received and filed without objection. Change Order #2 contains airfield security fence modifications and to furnish and install soil mounted fiberglass roadway delineators for the north and east perimeter roads.

Engen moved to approve Change Order #2, subject to possible revision in cost (reduction) for a change in the cost for installation of the delineators if the airport airfield staff performs the installation.

Second by Berg. All members present voted aye. Kapitan absent. Motion carried.

Discussed Electronic Signage:

Ekman requested this item be added to the agenda. She stated following the presentation by Indigo Signs at the last meeting she is wondering if there is any interest in moving forward on an electronic sign.

Discussion was held, there was no consensus and no action was taken.

Authorized Travel for Meeting with Senator Hoeven:

Ekman moved to authorize travel for the Executive Director and up to two board members to attend a meeting at Senator Hoeven's Washington office November 29, 2023, to meet with the Associate Administrator of the FAA to discuss the terminal expansion project.

Second by Engen. All members present voted aye. Kapitan absent. Motion carried.

Airport Construction and Security Update:

Jeff Klein, Mead & Hunt, gave an update on the North General Aviation Apron Expansion project, which is coming to an end for the year, with the remainder of the work to be completed next year.

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

Time at adjournment was 10:02 a.m.

APPROVED NOVEMBER 28, 2023 – SD

Regular Meeting

Tuesday

November 28, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 28, 2023, at 8:00 a.m.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held November 16, 2023:

Engen moved to approve the minutes of the Regular Meeting held November 16, 2023.
Second by Ekman. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$226,288.37:

Engen moved to approve the airport vouchers totaling \$226,288.37.
Second by Kapitan. All members present voted aye. Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. T.F. POWERS CONSTRUCTION - \$98,799.00
Partial Payment Request #13 – General (Final), Parking Lot Exit Plaza.
- B. T.F. POWERS CONSTRUCTION - \$66,558.65
Partial Payment Request #10 – Civil (Final), Parking Lot Exit Plaza.
- C. MEAD & HUNT - \$42,644.39
South General Aviation Area Apron Reconstruction Soil Management.
- D. NORTHERN IMPROVEMENT - \$2,328,235.59
Partial Payment Request #4, North General Aviation Apron Expansion and Perimeter Roads.
- E. CUMMING GROUP - \$370.00
Terminal Expansion Project CMAR.

Approved the Individual Vouchers: (continued)

- F. PARSONS ELECTRIC - \$245,517.30
Partial Payment Request #1, North General Aviation Apron Expansion.
- G. NATIONAL ASSOCIATION OF FOREIGN TRADE-ZONES - \$1,250.00
Annual Grantee Designated Membership 2024.

Second by Kapitan. All members present voted aye. Motion carried.

Received Update Regarding Bank of ND Loan:

Attorney John Shockley, Bond Counsel, was recognized via zoom, and gave an update on the process for the loan with the Bank of North Dakota. He stated last week we received comments from the City of Fargo regarding their changes to the Airport Facilities Revenue Bond, Series 2023, Financing Resolution, and they largely accepted our changes to their resolution and we were able to work through the issue previously reported to the board regarding the tax levy issue. However, the COF added new language that is of particular concern. Specifically, they added language to the section previously known as "Fee and Reimbursement Agreement" and they are now calling it a "Fee Reimbursement and Project Sequence Agreement." They are basically requiring that the airport commence construction of the parking structure either at the same time or prior to construction of the terminal expansion project. He stated one of his concerns is that the revenue source for repayment of any financing of the parking structure has not yet been identified. After discussion, Shockley stated he can advise the city that we would like to defer any decision on the resolution until we have received financial data from EideBailly.

Continued Discussion on RFP for Electronic Sign on 19th Avenue North:

This item was added to the agenda.

Ekman moved to direct Flint Group to develop a Request for Proposals for an electronic sign on 19th Avenue.

Second by Berg.

Ekman stated she would work with Flint on this RFP for an electronic sign on 19th Avenue and also incorporate any other signage once entering the airport access road.

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

Received Parking Rate Analysis and Recommendation from SP Plus:

Greg Pierson, Regional Manager, SP Plus, was recognized and presented the 2023 Parking Rate Analysis, which included information on occupancy analysis.

SP Plus rate recommendations effective January 1, 2024 were as follows:

Short Term	Increase from \$19.00 to \$21.00 daily max
Long Term	Increase from \$11.00 \$12.00 daily max

Received Parking Rate Analysis and Recommendation from SP Plus: (continued)

Premium Reserved	\$15.00 per day
Increase number of Premium Reserved spaces from 16 to 32	
Economy Lots	\$9.00 per day (no change)

After discussion, Engen moved to accept the recommendation of SP Plus for the changes effective January 1, 2024, with the exception of the Short-Term Rate, which he is proposing be \$22.00 daily max.

Second by Ekman. All members present voted aye. Motion carried.

Received Update from Flint Group Regarding Survey:

Kelsey Miller, Flint Group, was recognized via zoom, and gave an executive summary of the brand research survey. A presentation on the takeaways will be given at the December 12 meeting.

Reviewed 2024 Budget Revenue Estimates:

2024 budget documents were provided, along with actuals through September 2023. Dobberstein reported that the almost \$5 million variance in 2023 revenues over budget was due mainly to CARES Grant funding and increased interest income. He added that the 2023 interest income budget was done in 2022 when interest rates were still very low.

Cosgriff requested a table of actuals through September 2023 with projected revenues for the remainder of 2023 for review at our December meeting.

Received Communication from First International Bank & Trust:

Communications from Scott Selzler, First International Bank & Trust dated November 22, 2023, and from Brian Johnson, PFM dated November 20, 2023, were received and filed without objection.

Following discussion, an item to discuss investments will be on the agenda for December 12.

Received Update Regarding Special Assessment Deferral Request:

Bossart reported that we are still waiting to hear from the FAA their opinion on the payment of the special assessments in this deferral request and that opinion should be received before the COF's meeting on December 18.

Received Proposed Amendment to Contract from Mead & Hunt for Design of Glycol Treatment Project (\$305,077), Subject to Independent Fee Review:

Jon Scaper, Mead & Hunt, was recognized and gave an update of the glycol treatment project and reviewed the proposed amendment to the contract for the design of the project.

Engen moved to approve the proposed amendment (\$305,077) to the contract for design of the glycol treatment project, subject to independent fee review.

Second by Kapitan. All members present voted aye. Motion carried.

Airport Construction and Security Update:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking structure project. He stated they are on track to get pricing together next week for presentation to the board in December.

Adopted Resolution of Appreciation for Retiring Airport Firefighter, Darin Langager:

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

WHEREAS, Darin Langager, completed his last shift as an Airport Firefighter at Hector International Airport on November 12, 2023, and

WHEREAS, Darin Langager 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, being one of the ten charter members in the department, and was instrumental in the successful formation of the MAA's Fire Department, and

WHEREAS, Darin Langager has been a dedicated and valued employee and has given unsparingly of his time to the airport, often spending many hours assisting with snow removal, keeping the airport open during critical times on the airfield.

NOW THEREFORE, BE IT RESOLVED, That the Municipal Airport Authority thanks Mr. Darin Langager for his many years of service to the airport, and to our state and country through his service in the North Dakota Air National Guard and extends its best wishes in his retirement and his future endeavors.

Second by Ekman.

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

Ekman moved to adjourn the meeting.

Second by Engen. All members present voted aye. Motion carried.

Time at adjournment was 9:32 a.m.

There will be one MAA meeting in December – Tuesday, December 12, 2023.

APPROVED DECEMBER 12, 2023 – SD

Regular Meeting

Tuesday

December 12, 2023

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, December 12, 2023, at 8:00 am.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held November 28, 2023:

Berg moved to approve the minutes of the Regular Meeting held November 28, 2023. Second by Ekman. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$653,808.13:

Engen moved to approve the airport vouchers totaling \$653,808.13. Second by Berg. All members present voted aye. Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. FLINT GROUP - \$8,400.00
2023 Airport Marketing Program.
- B. VOLAIRE - \$1,875.00
Air service data.
- C. PARSONS ELECTRIC - \$140.00
Utility locates for North GA Apron Expansion Project.
- D. SUN ELECTRIC - \$140,148.75
Partial Payment Request #17, Security Access System Upgrade.
- E. FARGO JET CENTER - \$31,936.87
2023 Co-op Marketing.

Approved the Individual Vouchers: (Continued)

- F. BORDER STATES PAVING - \$307,834.66
Partial Payment Request #6 (Final), East Economy Parking Lot.

Second by Berg. All members present voted aye. Motion carried.

Amended Agenda:

Berg moved to delay Item #4 (Receive October 2023 Financials and 2023 Revenue Estimate with 2024 Revenue Budget) to a January meeting and move Item #7 to follow Item #5.

Second by Engen. All members present voted aye. Motion carried.

Received Communication from Spectrum Aeromed Regarding Proposed Tenant Improvements to Eastside Terminal and Hangar #9 and Requested Lease Extension:

Chase McCown, President, Spectrum Aeromed, was recognized and gave a brief history of Spectrum Aeromed. He presented plans for tenant improvements in the Eastside Terminal and Hangar #9 which they feel are needed because of the growth of their company. He stated they have selected Olaf Anderson as the contractor for the project and they would be ready to go in 2024. Items included are:

- Engineering section expansion into open area in the Eastside Terminal
- Addition of a second bathroom in the hangar
- 670 square foot mezzanine addition inside south area of the hangar

McCown requested a lease extension of five years and five one-year options, to include a clause for recovery of non-depreciated portion of the improvements should Spectrum outgrow the space and need to relocate.

Berg moved to approve the request from Spectrum Aeromed as presented.

Second by Kapitan. All members present voted aye. Motion carried.

Received Update Regarding Proposed Parking Structure and Elevated Walkway Design; Estimate and Financial Analysis:

Terry Stroh, TL Stroh Architects, was recognized and gave a presentation on proposed design of a parking structure.

Oliver Finneman, Director of Preconstruction, McGough, was recognized and presented schematic design estimated costs.

Parking Ramp	\$43,309,684
Skyway	\$ 4,416,686
Total	\$47,726,370
Alternates:	
5 th drop-off lane	\$ 821,757
Ventilated metal panel screening	\$ 2,885,017
Provide temporary gravel parking lot south of ticket booth	\$ 521,435

Received Update Regarding Proposed Parking Structure and Elevated Walkway Design; Estimate and Financial Analysis: (Continued)

Kristen Taffe, EideBailly, was recognized and reviewed the parking ramp revenue calculations and parking ramp cash flows assumptions based on information on the work product of SP Plus.

After discussion, Berg stated he does not think we are making a decision today on how we are going to finance this project or how we are going to use our cash. We need to look at the overall terminal project and what the FAA is going to do before we make that decision. He stated this is not obligating any money other than the \$20 million cash.

Berg moved the board move forward with the construction of a parking ramp and skyway.

Second by Ekman.

Engen, Berg, Kapitan, Ekman, Cosgriff voted aye. Motion carried.

Received Passenger Terminal Update from Mead & Hunt:

Brandon Halverson and Gena Molica, Mead & Hunt, were recognized via zoom and gave an update on interiors for the terminal expansion project. Mara Peterson gave an update on accessibility and Rollie Eidahl, Eidahl Environmental Design, Inc., gave a presentation on signs and wayfinding.

Berg now absent.

Following the presentation, it was requested that going forward there be work group sessions with Mead & Hunt that would include the board members rather than handling these items during board meetings.

Received Proposed Marketing and Communication Plan from Flint Group:

Flint Group representatives Kelsey Miller, Tara Ekren and Madison Quamme were recognized and presented the proposed Strategic Communications Plan. The plan is the proposed strategy for 2024 and the next steps would include the detailed plans by campaign and tactical activity. Budgets were proposed by dollar amount and percentage of spend by campaign. If budgets are more or less, the plan will be altered to fit the approved budgeted amount.

Engen moved the board move forward with strategy and approach as presented by Flint Group.

Second by Kapitan. All members present voted aye. Berg absent. Motion carried.

Received Communication from PFM Asset Management Regarding Airport Authority Investment Review and Continue Discussion of First International Bank and Trust CD Options:

Brian Johnson and Danny Nelson, representatives from PFM, were recognized via zoom and gave an Investment Review dated December 12, 2023.

Communication from Scott Selzler, First International Bank & Trust, dated November 22, 2023, was received. The communication gave information on laddered CD options, four week, 13 week, 26 week, 52 week.

Engen moved to ladder \$9 million in CDs at First International Bank & Trust in four-week, 13 week and 26 week options.

Second by Kapitan.

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

Ekman, Cosgriff voted no. Berg absent. Motion failed.

Ekman moved to put \$9 million in a four-week CD at First International Bank & Trust.

Cosgriff relinquished the chair to Vice Chair Kapitan.

Cosgriff seconded the motion.

On the call of the roll, Engen, Kapitan voted no.

Ekman, Cosgriff voted aye. Berg absent. Motion failed.

Kapitan returned the chair to Cosgriff.

Received Communication from Northstar Aviation Insurance Regarding 2024 Airport Liability Policy Renewal with AIG Aerospace:

Communication dated December 6, 2023, from Marc Lepage, Northstar Aviation Insurance, Inc., was received and filed without objection. Renewal of airport liability policy would remain with current carrier, AIG Aerospace, for a total annual premium of \$88,043.

Kapitan moved to approve the renewal of the airport liability policy with AIG Aerospace.

Second by Engen. All members present voted aye. Berg absent. Motion carried.

Received Proposed Changes to MAA Employee Handbook, to Match City of Fargo Changes:

Communication on proposed changes to MAA Employee Handbook dated December 8, 2023, was received and filed without objection. Changes proposed would continue the MAA's practice of aligning MAA employee policies and benefits with those of the City of Fargo. Changes being made by the COF are as follows:

1. Change in longevity pay, starting after five (5) years rather than ten (10), which also increases the after 30-year amount

2. Increase year-end carry-over hours for vacation accrual from 256 to 320, and from 508.5 to 576 for ARFF employees

Received Proposed Changes to MAA Employee Handbook, to Match City of Fargo Changes:
(continued)

3. Update annual leave accrual rates for ARFF employees

Engen moved to approve outlined policy changes concurrent with the City of Fargo, based on information presented and concurrence from PRO Resources.

Second by Kapitan.

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

Cosgriff voted no.

Berg absent. Motion carried.

Received Subordination, Non-Disturbance and Attornment Agreement for MACO Leasing, Inc. South GA Hangar from First International Bank & Trust:

The Subordination, Non-Disturbance and Attornment Agreement proposed by First International Bank & Trust and MACO Leasing, Inc. was received and filed.

Engen moved to approve the agreement subject to confirmation from Attorney Bossart that all terms of our lease with MACO Leasing, Inc. can be enforced as with any tenant and not accept a tenant that does not meet the requirements.

Second by Kapitan.

All members present voted aye. Berg absent. Motion carried.

Airport Construction and Security Update:

No updates given.

The meeting was adjourned until the next Regular Meeting to be held Tuesday, January 2, 2024.

Time at adjournment was 10:34 a.m.

APPROVED JANUARY 2, 2024 – SD