

Regular Meeting

Tuesday

January 2, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 2, 2024, at 8:00 am.

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

Chair Cosgriff presiding.

Approved the Minutes of the Regular Meeting Held December 12, 2023:

Berg moved to approve the minutes of the Regular Meeting held December 12, 2023.  
Second by Kapitan. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$584,793.60:

Berg moved to approve the airport vouchers totaling \$584,793.60.  
Second by Kapitan. All members present voted aye. Motion carried.

Approved the Individual Vouchers:

Berg moved to approve the individual vouchers:

- A. MEAD & HUNT - \$10,044.00  
Title VI Plan preparation.
- B. MEAD & HUNT - \$872,449.55  
Passenger Terminal Expansion project.
- C. MEAD & HUNT - \$520.33  
East Economy Parking Lot.
- D. MEAD & HUNT - \$75,138.69  
North General Aviation Apron Expansion Project.
- E. NORTHERN IMPROVEMENT - \$223,021.91  
Partial Payment Request #5, North General Aviation Apron Expansion.

Approved the Individual Vouchers: (Continued)

- F. PARSONS ELECTRIC - \$28,102.50  
Partial Payment Request #2, North General Aviation Apron Expansion.
- G. AERO BRIDGEWORKS - \$129,490.01  
Partial Payment Request #4, Gate 4 Boarding Bridge.

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

Received October and November Financial Statements and 2023 Revenue Estimate with 2024 Revenue Budget:

Financial statements and the 2024 revenue budget were reviewed.

Kapitan moved to receive and file the October and November financial statements and the 2023 revenue estimate with 2024 revenue budget.

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

Received Update Regarding Bank of North Dakota Loan Resolution:

John Shockley, Bond Counsel, joined the meeting via zoom.

Attorney Bossart stated nothing has really changed since the last exchange with the City of Fargo. She stated there is a meeting scheduled with both entities for January 3.

Shockley stated he has spoken with Attorney Erik Johnson, and he believes Johnson understands the issues but that Johnson is not the decision maker.

Received Update from TL Stroh Architects Regarding Parking Structure Project and Proposed Architect and Engineering Fee for Elevated Walkway:

Terry Stroh, TL Stroh Architects, was recognized via zoom. He presented a proposed schedule for the parking structure:

Design Development completed at the end of January 2024

- Bid package for precast end of January 2024

Construction documents 50% complete end of February 2024

- Bid package for deep foundations/footings end of February 2024

Construction documents completed end of March 2024

Construction June 2024 – 12 to 14 months to construct

Berg moved to accept this timetable for construction of a parking garage.

Second by Ekman.

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

Engen voted no. Motion carried.

Received Update Regarding Special Assessment Deferral:

Attorney Bossart stated she did receive an opinion from the Dave Anderson, Deputy Manager, FAA Dakota-Minnesota Airports District Office dated December 13, 2023, indicating that based on the FAA’s Revenue Use Policy, payment of special assessments for Improvement Districts BN-20-A and SL-21-C by FAR to the City would be considered revenue diversion based on the lack of benefit to the airport from the street and lighting improvements by the city on their property.

Bossart stated she has forwarded this information to the City Attorney.

Received Update Regarding Financial Analysis of Passenger Terminal Expansion and Parking Structure:

The Proposal for A&E Services dated December 11, 2023, from TL Stroh Architects was received and filed without objection. The fixed fee proposed is \$185,000.00.

Berg moved to approve the proposal for A&E Services in the amount of \$185,000.00 submitted by TL Stroh Architects for the skyway project.

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

EideBailly Representatives to Present Their CFO Services:

EideBailly representatives Chad Flanagan, Reid Mattson, Tanna Aasand (via zoom) were recognized and discussed CFO services they could provide. Aasand provided a review of her background as director of finance at the Grand Forks airport for seven years.

Flanagan stated they could put together a specific scope and have conversations about where and how much time should be spent. Flanagan indicated they could have a scope of work available for the next meeting.

Berg moved to continue discussions with EideBailly on contract CFO services.

Second by Ekman.

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

Received Proposal for South General Aviation Area Airfield Light Fixture Replacement (LED Upgrade - \$46,518.00):

Dobberstein stated we received three quotes, all through the Sourcewell cooperative purchasing program, for replacement of the incandescent bulbs in the South General Aviation Area with LED bulbs:

ADB Safegate	\$46,518.80
Airside Solutions	\$56,426.40
Airport Lighting Company	\$60,525.10

Dobberstein added this was part of the overall Airfield Lighting and Regulator Replacement Project proposed by JK Engineers, Inc. and approved by the MAA.

Kapitan moved to approve the proposal from ADB Safegate in the amount of \$46,518.80. Second by Berg. All members present voted aye. Motion carried.

Construction and Security Update:

There was nothing to report.

Other Business:

Berg moved to authorize staff to explore upgrades of our sound system in the boardroom.

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

Kapitan moved to adjourn the meeting.

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

Time at adjournment was 9:21 a.m.

**APPROVED JANUARY 23, 2024, Shawn A. Dobberstein, MAA Secretary**

Annual Meeting

Tuesday

January 23, 2024

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, ND was held Tuesday, January 23, 2024, 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 January 2, 2024:

Berg moved to approve the minutes of the Regular Meeting held January 2, 2024.  
Second by Kapitan. All members present voted aye. Ekman absent. Motion carried.

Ekman now present.

Approved the Airport Vouchers Totaling \$654,389.97:

Kapitan moved to approve the airport vouchers totaling \$654,389.97.  
Second by Engen. All members present voted aye. Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. MCGOUGH CONSTRUCTION - \$126,040.00  
Partial Payment Request #6, preconstruction services and elevator.
- B. FLINT GROUP - \$47,657.20  
2023 Marketing Program.
- C. TL STROH ARCHITECTS - \$193,575.00  
Partial Payment Request #3, parking structure.
- D. PARSONS - \$210.00  
Utility locates, Glycol Project Survey.
- E. WESLEY SCHON - \$750.00  
Independent engineering fee review, glycol project.

Approved the Individual Vouchers: (continued)

- F. BORDER STATES PAVING - \$9,350.00  
Partial Payment Request #7 (Final) East Economy Parking Lot.
- G. MCGOUGH CONSTRUCTION - \$158,454.00  
Partial Payment Request #7, preconstruction services and elevator.
- H. MEAD & HUNT - \$36,085.95  
Glycol forecmain.
- I. MEAD & HUNT - \$518.64  
Security Access System Upgrade.
- J. MEAD & HUNT - \$5,580.00  
Title VI and CCP Plan preparation.
- K. MEAD & HUNT - \$38,640.00  
Airfield electrical equipment replacement.
- L. MEAD & HUNT - \$23,241.33  
North General Aviation Apron Expansion.
- M. MEAD & HUNT - \$331,303.44  
Passenger Terminal Expansion.

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

Received Parking and Transportation Study from SP Plus:

Greg Pierson, Regional Manager, SP Plus, was recognized via zoom, and presented the Parking and Transportation Study with results from the survey conducted November 28-29, 2023.

The study was received and filed.

Continued Discussion with EideBailly Regarding Contracted Services Scope of Work:

EideBailly representatives Reid Mattson, Chad Flanagan, along with Natalie Miller and Tanna Aasand (via zoom) were recognized and presented their proposal for outsourced and managed services. They outlined the two options for Business Planning and Analysis.

Option 1 – Business Planning & Analysis (Trended)  
(Forecasting will be developed based on trended historical results and management assumptions about the future)

Option 2 – Business Planning & Analysis (Driver Based)  
(Forecasting will be driver based including such factors as individual contracts and

Continued Discussion with EideBailly Regarding Contracted Services Scope of Work:  
(continued)

customers, planned hires, etc. Custom financial forecasting is much more detailed and involved using non-financial metrics to predict revenue and/or expense, such as number of landings predicted.

Berg made a motion to move forward with the first step of the onboarding process with EideBailly and continue with working with staff on fine tuning outsourced managed services and come back to the board for the next step.

Second by Ekman.

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

Received Update Regarding Parking Structure and Elevated Walkway Project:

Oliver Finneman, McGough Construction, was recognized and gave an update on the parking structure and elevated walkway project. The design team is continuing to refine drawings which they will issue in about two weeks. Timelines for the project remain the same.

Receive Update on Terminal Expansion Project and Funding Status:

Tom Schauer, Mead & Hunt, was recognized and gave an update on the project, types of funding and funding status.

Federal Funding:

- Airport Improvement Program (AIP)
  - Entitlements
  - Discretionary (Competitive)
- Bipartisan Infrastructure Law (BIL)
  - Airport Infrastructure Grant (AIG)
  - Airport Terminals Program (ATP) (Competitive)
- Supplemental Funding

State Funding:

- ND Aeronautics
- Direct Allocation (Competitive)

Authorized Travel to ACI/AAAE Legislative Conference, March 14-15, 2024, Washington, DC:

Berg moved to authorize travel to the ACI/AAAE Legislative Conference, March 14-15, 2024, Washington, DC.

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

Authorized Travel to ARFF Working Group Leadership Conference, March 4-7, 2024, Port Charlotte, FL:

Engen moved to authorize travel to ARFF Working Group Leadership Conference, March 4-7, 2024, Port Charlotte, FL.

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

Authorized Travel to the Fly-ND Conference, March 3-5, 2024, Grand Forks, ND:

Engen moved to authorize travel to the Fly-ND Conference, March 3-5, 2024, Grand Forks, ND.

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

Update on Electronic Sign RFP:

Dobberstein presented a communication from the City of Fargo Inspections Department dated December 20, 2023, along with a map of the corner of Dakota Drive and 19<sup>th</sup> Avenue North. The information provided states that the on-premises sign could be a message board only, we would not be able to sell advertisement space since airport land is zoned public/institution. He stated he had the staff do some measuring in the area and due to all of the requirements there is very limited space for a sign. He stated he has been working with COF regarding utilities in the area. He stated he has reviewed the drafts of the RFP being drafted by Flint Group. He stated anyone submitting a proposal would have to find a proposed site that would work.

Airport Construction and Security Update:

No report.

Elect Chair of the Municipal Airport Authority for Calendar Year 2024, As Per Bylaws:

Engen moved to elect James Kapitan Chair of the Municipal Airport Authority for calendar year 2024, as per bylaws.

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

Elect Vice-Chair of the Municipal Airport Authority for Calendar Year 2024, As Per Bylaws:

Engen moved to elect Paula Ekman Vice-Chair of the Municipal Airport Authority for calendar year 2024, as per bylaws.

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

Berg moved to adjourn the meeting until the next meeting to be held Tuesday, February 13, 2024.

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

Time at adjournment was 9:46 a.m.

**APPROVED FEBRUARY 13, 2024, SHAWN A. DOBBERSTEIN, MAA SECRETARY**

Regular Meeting

Tuesday

February 13, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo was held Tuesday, February 13, 2024, at 8:00 a.m.

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

Chair Kapitan presiding.

Approved the Minutes of the Annual Meeting Held January 23, 2024:

Berg moved to approve the minutes of the Annual Meeting held January 23, 2024.  
Second by Engen. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$413,055.70:

Engen moved to approve the airport vouchers totaling \$413,055.70.  
Second by Berg.  
On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye.  
Motion carried.

Approved Individual Vouchers:

Engen moved to approve individual vouchers:

- A. MCGOUGH CONSTRUCTION - \$38,280.00  
Partial Payment Request #1, Preconstruction services – parking structure.
- B. MEAD & HUNT - \$2,638.75  
South GA soil analysis.
- C. TERRACON - \$1,201.00  
Passenger Terminal Expansion – elevator quality testing.
- D. FLINT GROUP - \$24,550.00  
2024 marketing program.

Approved Individual Vouchers: (continued)

- E. VOLAIRE - \$1,875.00  
Air service data.
  
- F. TL STROH ARCHITECTS - \$400,000.00  
Partial Payment Request #4, parking structure design.

Second by Berg.

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

Motion carried.

Received Preliminary December 2023 Financials:

Engen moved to receive the preliminary December 2023 financials.

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

Received Financial Update from Leibowitz and Horton and EideBailly for Passenger Terminal Projects and Parking Structure:

Presenters were Steve Horton, Monica Weddle, Leibowitz and Horton, and Chad Flanagan, EideBailly.

Flanagan stated the most recent package of information sent to the board members isolates the sources and uses of this project. He stated Steve and Monica did a great job of laying out when funding would be received.

Steve Horton was recognized via zoom and stated the financial plan being presented was a combined effort of everyone involved. He stated the plan has a practical approach of what funding is going to be available and how the funding will match up with the expenditures.

Monica Weddle was recognized via zoom and reviewed in detail the financial plan spreadsheet provided to the Airport Authority. She added that this analysis is not the best-case scenario or the worst case scenario, but a practical approach in between.

Update and discussion only, no action taken.

Received Update Regarding Bank of ND Loan Resolution and Fee and Reimbursement Agreement to be Approved by City Commission:

Final draft of the Fee, and Reimbursement Agreement between the MAA and the City of Fargo for the Airport Authority Debt Approved Pursuant to NDCC 2-06-19(9), for the Bank of North Dakota loan was presented by Attorney Bossart.

John Shockley, bond counsel, was recognized via zoom and stated both parties have come to an agreement of terms.

Berg moved to approve the Resolution and Fee and Reimbursement Agreement as presented.

Second by Engen.

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

Motion carried.

Received Communication from McGough Construction Regarding Passenger Terminal Expansion Bid Package #1 for GMP #2 (\$16,946,634); Summary of Award for Bid Package #0 for Elevator, GMP #1 (\$743,287, approved by MAA 10/10/2023); Construction Contract Agreement Pertaining to Contingency Change Orders:

Oliver Finneman, McGough Construction, was recognized and reviewed the various bid packages and construction contract agreement pertaining to contingency change orders for the Terminal Expansion Project.

Berg moved to approve Bid Package #1 for GMP #2 \$16,946,634), Bid Package #0 for GMP #1 (Elevator - \$743,287), and the Construction Contract Agreement Pertaining to Contingency Change Orders.

Second by Engen.

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

Motion carried.

Received Contract Amendment #1 from Mead & Hunt for Construction Administration Services Associated with the Passenger Terminal Expansion Project (\$3,495,320):

Brandon Halverson, Mead & Hunt, was recognized via zoom and reviewed the Construction Administration Services at a cost of \$3,495,320, which is a separate contract from design services and has been included in the project budget all along.

Engen moved to approve Contract Amendment #1 for Construction Administrative Services at a cost \$3,495,320.00.

Second by Berg.

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

Motion carried.

Received Update Regarding Parking Structure and Elevated Walkway Project:

Terry Stroh, TL Stroh Architects, was recognized via zoom and gave an update on the parking structure and elevated walkway project. He stated they are on track to have the bid package ready by the end of February or early March for the deep foundation work. He stated the project will be done in bid packages in order to get materials procured in a timely manner.

Authorized McGough Construction to Advertise Bid Package #1 for Parking Structure:

Berg moved to authorize McGough Construction to advertise Bid Package #1 for the parking structure.

Second by Engen.

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

Motion carried.

Received Marketing Update from Flint Group:

Kelsey Miller and Jason Lotzer, Flint Group, were recognized and gave a presentation on logo exploration and 2024 brand campaign proposal.

Miller stated a survey was sent to the board members with several questions and responses were received from four board members and two community members. They presented two campaign options, Option 1 – “The Easy Way to Getaway” and Option 2 – “Fly Far.” They are proposing a two-to-three-year campaign concept.

Proposals were received. No action taken.

Authorized Attendance at the 2024 AAAE Annual Conference, April 27-May 1, 2024, Nashville, TN:

Engen moved to authorize attendance at the 2024 AAAE Annual Conference, April 27-May 1, 2024, Nashville, TN.

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

Authorized Attendance at the AAAE International Aviation Snow Management Academy, April 20-21, 2024, Buffalo, NY:

Engen moved to authorize attendance at the AAAE International Aviation Snow Management Academy, April 20-21, 2024, Buffalo, NY.

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

Authorized Attendance at Airfield Marking Symposium, April 9-11, 2024, Tucson, AZ:

Engen moved to authorize attendance at the Airfield Marking Symposium, April 9-11, 2024, Tucson, AZ.

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

Received Update Regarding Special Assessment Deferral Request:

Attorney Bossart reviewed that we did receive an opinion from the Dave Anderson, Deputy Manager, FAA Dakota-Minnesota Airports District Office dated December 13, 2023, indicating that based on the FAA’s Revenue Use Policy, payment of special assessments for Improvement Districts BN-20-A and SL-21-C by FAR to the City would be considered revenue diversion based on the lack of benefit to the airport from the street and lighting improvements by the city on their property. She stated the COF continues to reject the deferral request per a letter from city attorney Nancy Morris that the COF deems the improvements to be an immediate benefit. She stated the FAA has asked the COF for documentation and specifics on how these improvements provide an immediate benefit to the airport. She stated the COF has not provided that information. She stated the next step is another meeting with the COF Finance Committee.

Received Communication from Midco Requesting Easement to Extend Fiber to South GA Hangar #9:

Communication from Tony Geffre, Midco, dated February 6, 2024, was received and filed without objection. The request is to extend current fiber in the southeast general aviation area to a specific building, 1815 23<sup>rd</sup> Avenue North.

Berg moved to approve the request from Midco and that they be required to contact other tenants in the area to make them aware of possible service available.

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

Discussed Children's Play Area and Art Display Cases for Terminal Project:

Ekman stated Brad Bachmeier, Professor of Art Education at MSUM, was involved with the art displays at the MSP airport. She asked if the board would be interested in having Bachmeier make a presentation at a future meeting.

Cosgriff moved to invite Brad Bachmeier to do a presentation to the MAA on proposed art in the terminal expansion.

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

Ekman stated she has had conversations with Sara Bond, Lead Community Relations Specialist with Sanford. They discussed the possibility of the airport requesting funding from Sanford to fit up the play area in the terminal expansion.

Berg moved the MAA explore all potential revenue opportunities both for construction costs and ongoing revenue for sponsorships in the Terminal Expansion Project and that it not be limited to one.

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

Engen moved to adjourn the meeting.

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

Time at adjournment was 10:26 a.m.

**APPROVED FEBRUARY 27, 2024, SHAWN A. DOBBERSTEIN, MAA SECRETARY**

Regular Meeting

Tuesday

February 27, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 27, 2024.

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

Vice Chair Ekman presiding.

Approved the Minutes of the Regular Meeting Held February 13, 2024:

Berg moved to approve the minutes of the Regular Meeting held February 13, 2024.  
Second by Engen.  
On the call of the roll, Engen, Berg, Cosgriff, Ekman voted aye.  
Kapitan absent. Motion carried.

Approved the Airport Vouchers Totaling \$121,004.69:

Engen moved to approve the airport vouchers totaling \$121,004.69.  
Second by Berg.  
On the call of the roll, Engen, Berg, Cosgriff, Ekman voted aye.  
Kapitan absent. Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers

- A. MEAD & HUNT - \$6,944.00  
Title VI document preparation.
- B. CUMMING GROUP - \$1,263.75  
Passenger terminal CMAR Amendment #1 review.
- C. MCGOUGH CONSTRUCTION - \$154,893.00  
Partial Payment Request #8, passenger terminal expansion elevator.
- D. MEAD & HUNT - \$73,850.00  
Terminal Apron Expansion Design (Final).

Approved the Individual Vouchers: (continued)

- E. MEAD & HUNT - \$5,156.46  
North GA Apron Expansion.
- F. MEAD & HUNT - \$1,289.20  
Gate 4 boarding bridge replacement.
- G. MEAD & HUNT - \$6,377.87  
Security access system upgrade.
- H. MEAD & HUNT - \$303,146.78  
Passenger terminal expansion project.

Second by Berg.

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

Michael Lum, Volaire Aviation, Presented Passenger Leakage Study:

Michael Lum, Managing Partner, Volaire Aviation, Inc., was recognized via zoom. Lum presented the traffic leakage and retention results for third quarter 2023, DOT capacity, traffic and fare analysis.

Study was received and filed.

Chair Kapitan now present. Vice Chair returned the chair.

Received Financial Model Update from EideBailly:

Representatives from EideBailly presenting were Chad Flanagan, Tanna Aasand (via zoom), Natalie Miller (via zoom).

Aasand stated they have worked in depth with Shawn Dobberstein who has been so helpful in getting the information they have requested in a very timely manner. She stated they have also worked with Tom Schauer, Mead & Hunt, and a couple of board members. She stated using the Leibowitz & Horton model developed by Monica Weddle, they have been able to create a cash flow model which will be presented to the board to determine if it will be useful going forward.

Miller stated they pulled all of the information provided by the MAA and presented the various draft models they are proposing. Miller stated if the board members would like to see this information in different ways just let them know.

Berg stated he cannot speak for the rest of the board members but the main piece of information he is looking for is if something with inflows and outflows is off track. He stated he does not want to spend 30 minutes every meeting reviewing the financials.

Received and Approved Temporary Construction Easement with the City of Fargo:

Proposed Temporary Construction Easement from the City of Fargo was received and filed.

Dobberstein stated the COF is requesting a temporary construction easement on airport farmland north of Riviera Heights and west of the treatment facility with an expiration date of June 1, 2025. The land is currently farmed by NDSU, and the COF will reimburse the MAA for the lease revenue.

Engen moved to approve the temporary construction easement for the City of Fargo.

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

Received Amendment No. 3 to AIA A133-2019 Agreement between MAA and McGough Construction for Passenger Terminal Expansion and Renovation Project (Changes Requested by FAA):

This item was tabled.

Received Update Regarding Passenger Terminal Expansion and Renovation Project, Concessions Update:

Brandon Halverson, Mead & Hunt, was recognized via zoom. Also attending was Dustin Sejnoha, Sky Dine (via zoom).

Halverson presented an update on concession areas in the terminal expansion project.

Sejnoha briefly reviewed their plan for temporary food service during the time when they are without their full kitchen services. He stated they have not yet signed any contracts with other brands and vendors. He presented ideas about upscale vending areas.

Received Update on Parking Structure and Elevated Walkway Project:

Terry Stroh, TL Stroh Architects, was recognized and stated they continue to be on track with the parking structure project. There is a pre-cast bid package out right now. He stated since there is such a push on the parking structure they are waiting on further work on the walkway. He added a lot of the design work was done for the previously planned walkway.

Brad Bachmeier Discussed Art in the Passenger Terminal Project:

Brad Bachmeier, Chair of the School of Art at MSUM, was recognized and gave a brief summary of his background in art. He stated he served on the COF Planning Commission and helped found the Fargo Arts and Culture Commission. He also provided a list of clients and partners. He stated art would help tell the story of the airport and the Fargo metro area. He stated the airport is often the welcome and farewell to visitors. He stated travel can be stressful and art can help relieve some of that stress. He presented a powerpoint on airport and other public art displays.

Berg now absent.

Brad Bachmeier Discussed Art in the Passenger Terminal Project: (continued)

Brandon Halverson, Mead & Hunt, was recognized via zoom and stated they have been working with Artworks on terminal expansion project. Halverson stated he will contact Mr. Bachmeier and review what they have planned so far and get ideas from Mr. Bachmeier.

Received FAA Approved Title VI Program:

Dobberstein stated we received notification from the FAA that they approved our Title VI Plan, which was prepared by Mead & Hunt. Copies of the plan were provided.

Engen moved to receive the Title VI Program (49 CFR Part 21).

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

Received Proposed Agreement from Mead & Hunt to Prepare PFC Application #10 (\$53,900). (PFC #9 closeout optional \$14,000):

Proposed agreement with Mead & Hunt dated February 22, 2024, PFC 24-10-10-C-00-FAR Application and PFC 20-09-C-00 FAR Closeout, was received and filed.

Engen moved to approve the agreement proposed by Mead & Hunt to provide services for the PFC Application #10 at a cost of \$53,900, and that the Executive Director be given the latitude to decide on the proposal for the PFC #9 closeout.

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

Received Contract Amendment #1 from Mead & Hunt for South GA Apron Reconstruction Project (Deduct \$16,754.00):

Engen moved to approve Contract Amendment No. 1 to the South GA Apron Reconstruction Project as a result of a reduction to Scope of Services for a deduct of \$16,754.00.

Second by Ekman.

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

Berg absent. Motion carried.

Flint Group Discussed PR and Social Media Strategy:

Flint Group representatives Madison Quamme, Kelsey Miller and Jodi Duncan were recognized via zoom and gave an update on public relations and social media strategy. They presented ideas on how they plan to handle the terminal expansion project and have broken it into three phases, pre-construction, construction, and post-construction.

Discussion on Short Term Parking During Parking Garage Construction:

Cosgriff stated as we move forward with construction of the parking garage, he thinks we need to take a look at the existing employee parking lot as potentially filling in as our short-term parking during that construction. He does not know if that is something we need to direct SP Plus to do. He stated he feels we need to take a hard look and maintain as much short-term parking as possible, which would mean displacing our least expensive parking instead of our most expensive parking. He stated that will inconvenience some people.

Engen stated the basis of taking care of the airport employees and the people that actually facilitate the transporting of passengers and their bags is important. He stated that is an operations function and that supersedes the revenue side for the purpose of running the airport.

Discussion continued with objections voiced by several members of airline management staff regarding displacement of employee parking.

Cosgriff made a request to be provided with a copy of the list of employees and names that are parking in the employee lot.

Attorney Bossart assured airline employees in attendance that she would not authorize the release of their names.

Engen now absent.

There was discussion on forming a parking committee. No action was taken.

Cosgriff moved to adjourn the meeting.

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

Time at adjournment was 10:52 a.m.

**APPROVED March 12, 2024, Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

March 12, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND was held Tuesday, March 12, 2024 at 8:00 am.

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

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held February 27, 2024:

Berg moved to approve the minutes of the Regular Meeting held February 27, 2024.  
Second by Cosgriff. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$305,716.62:

Berg moved to approve the airport vouchers totaling \$305,716.62.  
Second by Cosgriff.  
On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye.  
Motion carried.

Approved the Individual Vouchers:

Berg moved to approve the individual vouchers:

- A. VOLAIRE AVIATION - \$1,875.00  
Monthly data subscription.
- B. VOLAIRE AVIATION - \$17,500.00  
Passenger leakage study.
- C. FLINT GROUP - \$13,755.00  
2024 Marketing Program.
- D. TL STROH ARCHITECTS - \$280,000.00  
Parking structure project.
- E. THE HANOVER INSURANCE GROUP - \$505.00  
Builder's Risk Insurance – Elevator Project, Westside Terminal.

Approved the Individual Vouchers: (continued)

Second by Cosgriff.

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

Motion carried.

Received January 2024 Financial Statement:

Berg moved to receive and file the January 2024 Financial Statement.

Second by Cosgriff. All members voted aye. Motion carried.

Received Communication from EideBailly Regarding Consulting and Engagement Agreement for Business Planning and Analysis, Outsourced CFO Services:

The communication dated March 8, 2024, from EideBailly was received without objection. Dobberstein stated Chad Flannagan, EideBailly, is present if anyone has questions. This is the next step in the engagement process with EideBailly for the following services:

OMS Services – Packaged Business Planning & Analysis

OMS Services – Outsourced CFO

Dobberstein stated he has worked with Flanagan and his team at EideBailly for quite a while on this. He stated Attorney Bossart has reviewed this from a legal standpoint. He stated he would recommend approval.

Berg moved to approve the scope of engagement with EideBailly as presented.

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

Received Communication from SP Plus Regarding Extension of Parking Facilities Management Agreement:

Gregory Pierson, Regional Manager, SP Plus Airport Services, was recognized.

The communication from Mr. Pierson dated March 7, 2024, was received and filed without objection.

Dobberstein stated SP Plus is requesting a five-year and six-month extension effective July 1, 2024 – December 31, 2029, and recommended the board grant this request.

Berg moved to extend the agreement with SP Plus through October 1, 2025.

Second by Cosgriff.

Berg, Cosgriff, Ekman voted aye.

Engen, Kapitan voted no.

Motion carried.

Continued Discussion Regarding Employee Parking:

Cosgriff stated there are two issues with parking. One is to look at all available surface parking on the airport, even asking some of the other vendors (rental car companies) if they could make space available during the construction process as we try to make the most accommodating parking for our customers while also accommodating our employees as we go forward. The second would be a whole parking policy.

Continued Discussion Regarding Employee Parking: (continued)

Berg moved that we develop a transition plan to include all surface parking and how we are going to transition through completion of construction and staff can determine who would be the point person.

Second by Cosgriff.

Jeff Klein, Mead & Hunt, was recognized and stated they would certainly be willing to lead that, although it will be a group effort. He stated they can assist with the logistics of phasing and moving parking around. They would not get into any type of revenue management.

All members present voted aye. Motion carried.

Greg Pierson gave a presentation on parking contingencies during ramp construction, including valet operation and pay with phone options.

Received Update on Parking Structure and Elevated Walkway Project; Approved Procurement of Bids for Parking Structure Bid Package #2 (Anticipated Value \$9,000,000.00):

Oliver Finneman, McGough Construction, was recognized and stated today they are seeking authorization to advertise for bids on Bid Package #2 at an estimated value of \$9 million.

Berg moved to approve procurement of bids for parking structure Bid Package #2.

Second by Cosgriff.

Terry Stroh, TL Stroh Architects, was recognized via zoom and stated the bidding process for the parking ramp is being done in a staged process because of delivery times and other issues. The next bid package will be for deep foundation work. The final bid package will be mechanical, electrical and signage. He stated the project is still on schedule to begin in June.

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

Received Update on Passenger Terminal Expansion and Modification Project:

Oliver Finneman, McGough Construction, was recognized and reviewed the following items for approval:

- Receive Amendment No. 3 to AIA A133-2019 agreement between MAA and McGough Construction for passenger terminal expansion and modification project (changes requested by FAA).
- Receive GMP #1 change order to tile elevator (\$28,348.48) McArthur Tile Co.; Terrazzo floor patching awarded to Advance Terrazzo & Tile Co., included in GMP #1.
- Receive amendment to Bid Package #1 for GMP #2 (\$17,754,492.00) associated with American timber supplier and Buy American requirements.
- Approve procurement of bids for terminal expansion – anticipated value \$48,000,000.00

Received Update on Passenger Terminal Expansion and Modification Project: (continued)

Brandon Halverson, Mead & Hunt, was recognized via zoom, and stated he has reviewed all of these items and recommends approval.

Berg moved to approve the four items as presented.

Second by Cosgriff.

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

Received Change Order #1 for Gate #4 Boarding Bridge for an Increase of \$5,544.00 (Install New Baggage Slide):

Jeff Klein, Mead & Hunt, was recognized and stated when the new boarding bridge was installed at Gate 4 it was the original scope of the project to reinstall the baggage slide from the existing bridge to the new bridge. He stated that was not possible, so this change order provides a new baggage slide attachment, with the installation to be completed by MAA staff.

Berg moved to approve Change Order #1 to the Gate 4 Boarding Bridge Replacement at a cost of \$5,544.00.

Second by Ekman.

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

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for Electrical Equipment and Lighting Replacement Project:

Bid tabulation for Electrical Equipment & Lighting Replacement from Mead & Hunt was received and filed. Bids received as follows:

Sun Electric, Inc.	\$265,858.00
PEC Solutions of the Dakotas	\$447,345.00
Engineer's Estimate	\$280,425.00

Berg moved to award the Electrical Equipment & Lighting Replacement project to Sun Electric, Inc.

Second by Ekman.

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

Authorized Attendance at the AAAE Airport Winter Operations and De-icing Conference, July 21-23, 2024, Pittsburgh, PA:

Berg moved to authorize attendance at the AAAE Airport Winter Operations and De-icing Conference, July 21-23, 2024, Pittsburgh, PA.

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

Berg now absent.

Received Communication from Flint Group Regarding Electronic Sign Proposals and Paid Media Presentation:

Kelsey Miller, Flint Group, was recognized via zoom and stated they advertised a request for proposals for an electronic sign on 19<sup>th</sup> Avenue. She stated they received inquiries from about seven providers throughout the country, but we received only one proposal.

Indigo Signs                      \$234,995.00

After discussion, Berg moved to direct staff to come up with a process to maximize advertising on the airport and sponsorships and bring back recommendations to the board.

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

Representatives from Flint Group (Kelsey Miller, Nicole Jurkic) were recognized via zoom and presented their media recommendation for April-December 2024, at a proposed net budget of \$200,000.00.

Ekman moved to accept the proposal presented by Flint Group.

Second by Cosgriff.

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

Engen voted no. Berg absent. Motion carried.

Continued Discussion Regarding Terminal Expansion Play Area:

Attorney Bossart stated Ekman had proposed to the board the idea of approaching Sanford with the idea of having them sponsor the play area in the terminal expansion project. She stated she reviewed the Clear Channel contract, and it would be their responsibility to solicit those proposals and as a political subdivision it would need to follow a legally advertised RFP process.

There was further discussion. No action taken.

Cosgriff moved to adjourn the meeting.

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

Time at adjournment was 10:16 a.m.

**APPROVED April 9, 2024, Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

April 9, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND was held Tuesday, April 9, 2024, at 8:00 a.m.

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

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held March 12, 2024:

Cosgriff moved to approve the minutes of the Regular Meeting held March 12, 2024. Second by Ekman. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$443,783.12:

Engen moved to approve the airport vouchers totaling \$443,783.12. Second by Ekman. On the call of the roll, Engen, Berg, Cosgriff, Ekman, Kapitan voted aye. Motion carried.

Approved the Individual Vouchers:

Engen moved to approve the individual vouchers:

- A. MEAD & HUNT - \$98,607.96  
Passenger Terminal Expansion.
- B. MEAD & HUNT - \$10,144.21  
North General Aviation Apron Expansion.
- C. MEAD & HUNT - \$13,800.00  
Electrical equipment and replace airfield lighting.
- D. MEAD & HUNT - \$461.69  
Security access system upgrade.
- E. MEAD & HUNT - \$56,962.42  
Glycol sewer forecemain.

Approved the Individual Vouchers: (continued)

- F. CUMMING GROUP - \$991.25  
Terminal expansion CMAR contract preparation.
- G. MEAD & HUNT - \$2,976.00  
Title VI Program.
- H. TERRACON - \$654.50  
Quality control testing – elevator project.
- I. MCGOUGH CONSTRUCTION - \$120,815.00  
Partial Payment Request #9, terminal expansion elevator.
- J. ARNTSON STEWART WEGNER PC - \$9,839.43  
Bank of ND loan legal services.
- K. VOLAIRE AVIATION - \$1,875.00  
Monthly air service data.
- L. FLINT GROUP - \$12,725.00  
2024 Airport Marketing.
- M. ELIMINATED
- N. ADB SAFEGATE - \$99,672.70, \$37,859.45, \$12,477.61  
Airfield lighting upgrade to LED (Sourcewell Contract 72116).
- O. COLUMN SOFTWARE PFC (FORUM LEGALS) - \$364.80  
Legal ad, electrical vault project.

Second by Cosgriff.

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

Received February 2024 Financials and Final December 2023 Financials:

Engen moved to accept the February 2024 and Final December 2023 Financials.

Second by Ekman.

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

Received 2023 Audit Documents from Brady Martz:

Brian Opsahl, Brady Martz, was recognized and reviewed the 2023 audit documents. Reports included the audited financial statements for the year ended December 31, 2023, and the report on compliance for the Passenger Facility Charges Program for the year ended December 31, 2023.

After questions and discussion, Engen moved to accept the 2023 audit documents as presented by Brady Martz.

Second by Ekman.

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

Received Update Regarding Parking Structure and Elevated Walkway Project and Temporary Parking Plan:

Terry Stroh, TL Stroh Architects, was recognized and presented an updated rendering of the parking structure. He stated estimated cost is currently at \$43,508,000.

Stroh stated as far as the temporary parking lot, we were originally looking at 250 spaces but are now looking at 350 spaces to accommodate snow storage.

Jeff Klein, Mead & Hunt, was recognized and reviewed the project site for the terminal expansion project and the effect of that on the employee parking lot starting in May. The parking garage project starting in June will remove 338 stalls. He stated the chosen site for the temporary parking lot is 366 stalls to the south of the West Economy Lot. He stated this location was chosen due to safety issues. He stated the estimated cost for a thin layer of asphalt will be \$780,000, which includes removal.

Greg Pierson, SP Plus, was recognized via zoom and discussed shuttle service from the temporary lot.

Received Update Regarding Passenger Terminal and Renovation Project:

Brandon Halverson, Mead & Hunt, was recognized via zoom. He stated that we are still on track for mobilization by McGough (May 6). He stated McGough is planning a groundbreaking event. He reported the elevator is on track to be operational mid-May. He stated bids for GMP #3 are due April 25.

Received Communication from the National Weather Service Extending Their Leases for the Airfield ASOS and Eastside Terminal Equipment:

Proposed US Government License for Real Property for leases with the National Oceanic and Atmospheric Administration for their ASOS on the airfield and equipment in the Eastside Terminal Building were received and filed.

Engen moved to approve the US Government License for Real Property No. 24RPND073L with the National Oceanic and Atmospheric Administration effective October 1, 2023 – September 30, 2043.

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

Received Communication from Midco Requesting Easement to Install Fiber in the North General Aviation Area:

Communication dated March 9, 2024, from Tony Geffre, Region Construction Project Manager was received and filed without objection. The request is to build fiber to some of the areas not currently served by Midco, including Fargo Jet Center. The request was for a 10' easement.

Dobberstein stated the airport grants easements of 3' or less, so Midco has agreed to that change from 10'. They will provide us with a legal description and survey for recording with the county. He stated they are also working on an easement retroactively for service brought to the Eastside Terminal Building without our knowledge or permission.

Engen moved to approve the request from Midco for an easement in the North General Aviation Area and the retroactive easement for service to the Eastside Terminal Building.

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

Received Construction Phase Services Agreement from JK Engineers, Inc. for Electrical Vault Modifications – Time and Material Not to Exceed \$22,920.00:

Engen moved to approve the Construction Phase Services – Electrical for construction and improvement of the Electrical Vault Facilities, at a cost not to exceed \$22,920.00.

Second by Cosgriff.

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

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for South Perimeter Road Realignment:

Jeff Klein, Mead & Hunt, was recognized and stated bids were received on April 3, 2024, for the South Perimeter Road Realignment Project as follows:

NORTHERN IMPROVEMENT COMPANY	\$194,509.00
BORDER STATES PAVING	\$202,860.40
JR FERCHE, INC.	\$364,966.00

Klein stated the bids have been reviewed and they recommend awarding the project to Northern Improvement Company.

Engen moved to accept the recommendation by Mead & Hunt and award the project to Northern Improvement Company. Second by Ekman.

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

Ivy Olander Introduction Regarding Art in the Terminal Project:

Item was tabled until the next meeting.

Other Business:

Fire Chief Noyes was recognized via zoom and stated that the airport's Triennial Disaster Exercise will be held on May 21. If any board members are interested in attending, they should contact him.

Commissioner Strand stated he would like to sincerely thank Rick Engen for his service on the Airport Authority.

Chair Kapitan also thanked Mr. Engen for his service and stated he will be sorely missed.

Engen moved to adjourn the meeting. Second by Ekman.  
All members present voted aye. Motion carried.  
Time at adjournment was 9:16 a.m.

**APPROVED April 23, 2024, Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

April 23, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 23, 2024, at 8:00 a.m.

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

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held April 9, 2024:

Berg moved to approve the minutes of the Regular Meeting held April 9, 2024.  
Second by Ekman. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$379,734.11:

Berg moved to approve the airport vouchers totaling \$379,734.11.  
Second by Cosgriff.  
On the call of the roll, Bresciani, Berg, Cosgriff, Ekman, Kapitan voted aye.  
Motion carried.

Approved Individual Vouchers:

Berg moved to approve the individual vouchers:

- A. MCGOUGH CONSTRUCTION - \$38,279.00  
Partial Payment Request #2, parking structure.
- B. MCGOUGH CONSTRUCTION - \$202,512.00  
Partial Payment Request #10, terminal expansion elevator.
- C. TL STROH ARCHITECTS - \$330,000.00  
Partial Payment Request #6, parking structure design/development.
- D. ADB SAFEGATE - \$4,772.48  
Airfield lighting project.

Approved Individual Vouchers: (Continued)

- E. ADB SAFEGATE - \$46,760.42  
Airfield lighting project.
- F. MEAD & HUNT - \$1,004.10  
Security access system upgrade.
- G. MEAD & HUNT - \$4,397.32  
North General Aviation Area Apron Expansion.
- H. MEAD & HUNT - \$2,760.00  
Electrical equipment and lighting replacement.
- I. MEAD & HUNT - \$61,59638  
Passenger terminal expansion and renovation.
- J. MEAD & HUNT - \$16,772.40  
Glycol force main.
- K. CUMMING MANAGEMENT - \$402.50  
CMAR contract review services.

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

Welcomed New Board Member, Dr. Dean Bresciani:

Kapitan welcomed the new MAA board member, Dr. Dean Bresciani.

Received Update Regarding Parking Structure and Elevated Walkway Project and Additional Parking Plan: Authorized Award of GMP #1 for the Precast on the Parking Structure (\$16,262,941);

Terry Stroh, TL Stroh Architects, was recognized via zoom, and stated he is looking for the board to authorize the award of GMP #1 for the precast on the parking structure (\$16,262,941).

Berg moved to authorize the award of GMP #1 for the parking structure project at a cost of \$16,262,941.

Second by Cosgriff.

Stroh stated GMP #2 for footings and foundations should be available for award at the next board meeting. He stated we will receive bids for GMP#3, which is the final one, for mechanical, electrical, architectural, miscellaneous, on May 16. He reported the project schedule is on track.

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

Received Update from SP Plus Regarding Shuttle and Valet Options:

Greg Pierson, SP Plus, was recognized via zoom. He presented options on shuttle parking from the proposed temporary lot with a daily rate of \$9.00. He reviewed options on valet parking, proposing 100 spots in the East Economy Lot with a rate of \$28.00 per day. He stated the employees running the valet parked vehicles will be walking to and from vehicles and the terminal so that is why they are proposing those spaces in the East Economy Lot rather than a more remote location.

Received Update Regarding Passenger Terminal Expansion Project:

Brandon Halverson, Mead & Hunt, was recognized via zoom and gave an update on the passenger terminal expansion project. He stated McGough is on schedule for mobilization on May 6. The elevator should be completed and in service by mid-May. He stated they have been working closely with Tom Schauer, Mead & Hunt, Leibowitz & Horton, and EideBailly on the financing of the project. Groundbreaking will be Wednesday, May 29 at 10:00 am. (Date was later changed to June 3.)

Authorized Extension of Listing Agreement with Cityscapes Development for Eastside Terminal Office Leases:

Proposed one-year extension of Listing Agreement with Cityscapes Development the Eastside Terminal Building for one year beginning June 1, 2024, was received and filed.

Ekman moved to approve the extension of the listing agreement with Cityscapes Development for one-year effective June 1, 2024.

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

Jill Gustofson, Indigo Signs, and Jodi Duncan, Flint Group, Provided Follow-Up on Electronic Boulevard Sign:

Jill Gustofson, Indigo Signs, and Jodi Duncan, Flint Group were recognized.

Gustofson presented slides of a proposed sign design. She stated this particular design is estimated to cost \$263,750. Gustofson stated the next steps if the board wished to move forward would be to determine a budget and final design for the sign.

After discussion, Berg motioned to move to the next steps as outlined by Gustofson on the 19<sup>th</sup> Avenue signage.

Second by Ekman.

Berg added that he feels we need to gather more information and he would like a recommendation to come from staff in order for the board to make a decision.

In answer to a question, Duncan stated content maintenance of the sign would probably require 5-10 hours per week.

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

Bresciani, Kapitan voted no. Motion carried.

Ivy Olander Introduction Regarding Art in the Terminal Project:

Ivy Olander was recognized, as well as associate Alana Hardy joining via zoom. Olander gave a presentation on art in the airport, including images from some of their projects, as well as images with examples of art in other airports.

Ekman moved to adjourn the meeting until the next regular meeting to be held Tuesday, May 14, 2024.

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

Time at adjournment was 9:42 a.m.

**APPROVED May 14, 2024, Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

May 14, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND was held Tuesday, May 14, 2024, at 8:00 a.m.

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

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held April 23, 2024:

Ekman moved to approve the minutes of the Regular Meeting held April 23, 2024.  
Second by Berg. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$180,725.78:

Berg moved to approve the airport vouchers totaling \$180,725.78.  
Second by Ekman.  
On the call of the roll, Bresciani, Berg, Cosgriff, Ekman, Kapitan voted aye.  
Motion carried.

Approved the Individual Vouchers:

Berg moved to approve the individual vouchers:

- A. UBL DESIGN GROUP - \$6,125.00  
IFE For Mead & Hunt construction administration contract.
- B. VOLAIRE AVIATION - \$1,875.00  
Air service data.
- C. ADB SAFEGATE - \$14,330.06  
Airfield LED light upgrade (4 invoices).
- D. NORTHERN IMPROVEMENT - \$103,860.55  
Partial Payment Request #6, North General Aviation Apron Expansion.
- E. TL STROH ARCHITECTS - \$240,000.00  
Parking structure design.

Approved the Individual Vouchers: (Continued)

- F. TL STROH ARCHITECTS - \$18,500.00  
Skyway design.
- G. FLINT GROUP - \$61,090.00  
2024 Marketing Program.
- H. GREATER FARGO-MOORHEAD EDC - \$5,000.00  
2024 Investment.

Second by Bresciani.

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

Motion carried.

Received March Financials and EideBailly Financial Data Review from Outsourced CFO:

Tanna Aasand (in person) and Natalie Miller (via zoom), EideBailly were recognized. Aasand provided a high-level overview of outsourced CFO services. She stated they work with Shawn on a weekly basis on financial activities. Aasand reviewed a Capital Detail spreadsheet for all airport capital projects by quarter through 2027 to provide a true cash forecast. She stated this is a fluid document which is updated after any changes.

EideBailly will continue to provide monthly reports as well as quarterly presentations.

Received Update Regarding Parking Structure and Skyway Projects:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking structure and skyway projects.

Bresciani moved to approve GMP #2R for parking structure footings and foundation at a cost of \$8,766,244. Second by Cosgriff.

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

Ekman moved to approve the testing contract with American Engineering Testing per their bid of \$84,558.00. Second by Bresciani.

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

Jeff Klein, Mead & Hunt (in person), and Greg Pierson, SP Plus (via zoom) were recognized. Klein explained that with the construction of the parking structure we will lose 350 parking spaces in short and long term. They are proposing a temporary lot on the west side of the access road south of the West Economy Lot with a total of 366 spaces. He stated the lot needs to be in place by the end of the 2024 construction season. SP Plus is proposing a shuttle service from that lot to the terminal. Klein added they are recommending constructing a

Received Update Regarding Parking Structure and Skyway Projects: (continued)

temporary lot for now rather than overbuilding and revisit the matter later after these two large projects are complete.

Berg moved to accept the recommendation of Mead & Hunt to construct a temporary lot in the proposed location with a one-for-one replacement for spaces that will be lost.

Second by Bresciani.

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

Pierson provided budget spreadsheets for both shuttle service and valet service.

Cosgriff moved to approve the proposal presented by SP Plus for shuttle service and valet service. Second by Bresciani.

Berg now absent.

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

Berg absent. Motion carried.

Received Passenger Terminal Project Update:

Brandon Halverson, Mead & Hunt, was recognized via zoom and gave an update on the terminal project. He stated McGough is currently going through GMP #3T and should have that ready to present to the board on June 11.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for Pavement Markings Project – Hi-Lite, \$432,320.00:

Bids for 2024 Pavement Markings were received on May 1, 2024, as follows:

Fahrner	\$521,241.00
Hi-Lite	\$432,320.00

Ekman moved to award the 2024 pavement markings project to Hi-Lite, based on their low bid of \$432,320.00. Second by Bresciani.

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

Berg absent. Motion carried.

Received Communication from 1954 Investment Group/Men's Hairhouse, Regarding Month-to-Month Lease for Eastside Terminal Building Space:

Communication dated March 2, 2024, from Troy Rinehardt, Men's Hair Co., was received and filed without objection. The request is for a month-to-month extension of the expiring lease in the Eastside Terminal Building.

Bresciani moved to approve the month-to-month extension to 1954 Investments.

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

Received Communication from Big Blue Hangar Association Requesting Five-Year Ground Lease Extension:

The communication from Bernie Ness, Big Blue Hangar Association, was received and filed without objection. The request was for an extension of their ground lease.

Bresciani moved to grant a five-year extension to the ground lease for the Big Blue Hangar Association. Second by Ekman.

All members present voted aye. Motion carried.

Received Communication from Cass County Regarding Storage Building Plans on Airport Property:

The communication from Robert W. Wilson, Cass County Administrator, dated May 8, 2024, was received and filed without objection. The request was for authorization to construct a pre-engineered steel building on airport property leased for the Law Enforcement Center property located at 1612 23<sup>rd</sup> Avenue North. Preliminary renderings were provided.

Ekman moved to approve the request from Cass County to construct a steel building on the Law Enforcement Center site.

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

Authorized Attendance:

Ekman authorize attendance at the following:

Airfield Marking Professional Symposium, September 17-19, 2024, Cincinnati, OH  
AAAE National Airports Conference, September 22-24, 2024, Fort Lauderdale, FL  
Allegiant Annual Conference, October 1-3, 2024, Las Vegas, NV

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

Continued Discussion Regarding Proposed Electronic Sign:

Jodi Duncan, Flint Group, was recognized and stated Flint recently proposed some possible logos to the board and they are looking for some direction from the board and whether or not the board wants Flint to explore a logo change further.

After discussion, it was the consensus that this item be continued at the next meeting.

Cosgriff moved to adjourn. Second by Ekman. All members present voted aye. Motion carried.

Time at adjournment was 9:51 a.m.

**APPROVED May 28, 2024, Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

May 28, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND was held Tuesday, May 28, 2024, at 8:00 a.m.

Present: Bresciani, Berg, Cosgriff, Ekman, Kapitan  
Absent: None  
Others: Bossart

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held May 14, 2024:

Berg moved to approve the minutes of the Regular Meeting held May 14, 2024.  
Second by Bresciani. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$182,373.75:

Bresciani moved to approve the airport vouchers totaling \$182,373.75.  
Second by Berg.  
On the call of the roll, Bresciani, Berg, Cosgriff, Ekman, Kapitan voted aye.  
Motion carried.

Approved the Individual Vouchers:

Berg moved to approve individual vouchers:

- A. MEAD & HUNT - \$16,121.85  
Passenger terminal project.
- B. MEAD & HUNT - \$29,034.82  
NGA apron expansion project
- C. MEAD & HUNT - \$60,420.02  
Glycol forecemain project.
- D. BRADY MARTZ AND ASSOCIATES PC - \$7,100.00  
2023 Single Audit AIP Grants/PFC Program.

Approved the Individual Vouchers: (continued)

- E. ADB SAFEGATE - \$960.30  
Airfield LED lighting project (2 invoices)
- F. MCGOUGH - \$39,441.00  
Partial Payment Request #3, parking structure preconstruction services.
- G. MCGOUGH - \$300,909.26  
Partial Payment Request #11, terminal expansion project.
- H. NORTHERN IMPROVEMENT - \$193,025.98  
Partial Payment Request #1, south perimeter road realignment project.
- I. AERO BRIDGEWORKS, INC. - \$129,490.01  
Payment Request #5, Gate #4 jetway.
- J. AERO BRIDGEWORKS, INC. - \$5,544.00  
Payment Request #6 (Final), Gate #4 jetway.

Second by Bresciani.

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

Motion carried.

Received April Financial Statement:

Tanna Aasand, EideBailly, was recognized via zoom and reviewed April financial statement.

Bresciani moved to receive and file the April financial statement.

Second by Berg.

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

Motion carried.

Received Communication from Roers Requesting Ground Lease Extension for SGA Hangar, Reviewed Updated Hangar Modification and Expansion Plans:

The communication from Shannon Roers Jones dated May 16, 2024, was received and filed without objection. The communication requested a 10-year extension to the current hangar ground lease. Schematics for the hangar redesign were included.

Roers Jones was recognized and stated they have been working with other tenants in that area on development of hangar space. She stated nothing has been finalized at this time, but they are requesting a 10-year extension to the current ground lease.

Berg moved to approve the 10-year extension to the ground lease requested by Roers.

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

Received Update from TL Stroh Regarding Parking Structure:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking structure. He stated they are currently reviewing the latest bid package. The plan is still to start construction on June 3.

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

Brandon Halverson, Mead & Hunt, was recognized via zoom and gave a brief update on the terminal expansion and modification project. He stated McGough is working on qualifying the electrical bids. He stated that bid package should be presented to the board at the June 11 meeting.

Received Update from Mead & Hunt Regarding Airfield Projects:

Jeff Klein, Mead & Hunt, was recognized and gave an update on airfield projects. He stated Northern Improvement completed the south perimeter road relocation and taxiway. He stated after the completion of that they have been delayed on work in the North GA due to wet conditions.

Discussed Adding Donation of Annual Leave Policy to the Employee Handbook:

The proposed Donation of Annual Leave Policy was received and filed. Dobberstein stated this program would allow employees to donate vacation time on an hour for hour basis to an employee with a qualifying FMLA event who has exhausted all accrued time.

Berg moved to approve the Donation of Annual Leave Policy and add it to the MAA Employee Handbook.

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

Continued Discussion with PRO Resources Regarding Performance Evaluations:

Megan Johnson, Human Resources Manager, PRO Resources, was recognized. She stated as a follow-up to discussion held in November, she provided information on the pros and cons of a structured employee review program and also continuous feed back approach to employee reviews. The feedback she has received from airport supervisors and employees is that they like the review program in place and do not see a need for change.

Discussion was held. No action was taken.

Triennial Emergency Exercise Summary:

Fire Chief Chad Noyes was recognized and reported on the Triennial Emergency Exercise held on May 21.

Form a Subcommittee on Governance:

Berg moved to form a subcommittee of two members (Bresciani and Berg) to explore the governance options and bring a recommendation to the board.

Second by Ekman.

Attorney Bossart pointed out that when a political subdivision appoints a subcommittee it is considered a quorum so notice is to be given for meetings and they must be made public. She stated she will investigate the matter for further analysis.

Berg stated he has no problem with the meetings being open, but the subcommittee would have no decision-making authority.

On the call of the roll, Bresciani and Berg abstained.

Cosgriff, Ekman, Kapitan voted aye. Motion carried.

Discussed Request for Proposals for Economic Impact Study of the Airport:

Berg moved to direct staff to identify someone or an entity that can help fine tune our own economic impact study for Hector International Airport.

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

Discussed Evaluation of Adding a Hotel to the Airport:

Berg moved to engage Mead & Hunt to put together a preliminary site plan for a hotel attached to the terminal.

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

Discussed Request for Proposals for an Advertising Partner for the Airport:

Berg moved that Mead & Hunt coordinate advertising, art and sponsorships for the terminal building and parking ramp.

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

Clarification on Clear Channel Contract Regarding Sponsorships:

Thaddeus Glenn and Tim Fazekas, Clear Channel, were recognized via zoom.

Discussion was held on the difference between advertising and sponsorships.

Brandon Halverson, Mead & Hunt, was recognized via zoom and stated they will work with Clear Channel on the advertising and sponsorships, so we are not duplicating efforts.

Berg moved that the MAA draft its expectations of Clear Channel and their role.

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

Berg moved to adjourn. Second by Ekman. All members present voted aye. Motion carried.

Time at adjournment was 9:35 am.

**APPROVED June 11, 2024**  
**Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

June 11, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 11, 2024, at 8:00 a.m.

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

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held May 28, 2024:

Bresciani moved to approve the minutes of the Regular Meeting held May 28, 2024.  
Second by Berg. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$161,851.38:

Berg moved to approve the airport vouchers totaling \$161,851.38.  
Second by Bresciani.  
On the call of the roll, Bresciani, Berg, Cosgriff, Ekman, Kapitan voted aye.  
Motion carried.

Approved the Individual Vouchers:

Bresciani moved to approve the individual vouchers:

- A. FLINT GROUP - \$42,016.00  
2024 Marketing program.
- B. VOLAIRE - \$1,875.00  
Air service data subscription.
- C. BELL INSURANCE/HANOVER - \$260,792.00  
Builder's Risk insurance – terminal expansion.
- D. BELL INSURANCE/HANOVER - \$40,075.00  
Builder's Risk insurance – parking structure.

Approved the Individual Vouchers: (continued)

- E. TL STROH ARCHITECTS - \$50,000.00  
Partial Payment Request #8, parking structure.
- F. TL STROH ARCHITECTS - \$37,000.00  
Partial Payment Request #2, skyway design.
- G. ADB SAFEGATE - \$24,848.99  
Airfield lighting equipment upgrade (regulator).

Second by Berg.

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

Motion carried.

Received Update from TL Stroh Regarding Parking Structure and Approved GMP #3 (R) for \$10,761,623.00:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking structure project. He stated they are looking for approval of GMP #3 for \$10,761,623.00.

Berg moved to approve GMP #3 (R) in the amount of \$10,761,623.00.

Second by Bresciani.

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

Motion carried.

Received Update from Mead & Hunt Regarding Passenger Terminal Expansion and Modification Project and Approve GMP #3 (T) for \$50,960,966.00:

Brandon Halverson, Mead & Hunt, was recognized via zoom. He gave a brief overview on the progress of the terminal expansion project. He stated we are tracking below budget and are looking for approval of GMP #3 (T) for \$50,960,966.00.

Tanna Aasand, EideBailly, was recognized via zoom and stated the numbers are still tracking and we still have a plan going forward. She stated there are still a lot of competitive federal grants that we are budgeting in at this point, but we don't know the final answer going forward. She stated they will have a full updated cash forecast at the next meeting.

Berg moved to approve GMP #3 (T) in the amount of \$50,960,966.00.

Second by Bresciani.

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

Motion carried.

Received Proposal from Mead & Hunt Regarding Change Order for Additional Paving to Accommodate Ground Service Equipment Parking Space, Northern Improvement (\$82,619.50):

Jeff Klein, Mead & Hunt, was recognized and stated Change Order #1 to the South Perimeter Road Realignment Project in the amount of \$82,619.50, will add a 75' x 63' asphalt

Received Proposal from Mead & Hunt Regarding Change Order for Additional Paving to Accommodate Ground Service Equipment Parking Space, Northern Improvement (\$82,619.50): (Continued)

pad to the west side of the terminal apron to store ground support equipment to replace areas used by the airlines which have been overtaken by the terminal expansion project. This will isolate GSE storage away from ground operations and maintain construction site safety.

Berg moved to approve Change Order #1 to the to the South Perimeter Road Realignment Project in the amount of \$82,619.50. Second by Bresciani.

On the call of the roll, Bresciani, Berg, Ekman, Kapitan voted aye.  
Cosgriff voted no. Motion carried.

Discussed 2025 Mill Levy Request:

Dobberstein explained that the MAA's MOU with the City of Fargo calls for the airport to have its mill levy request to the City of Fargo by July 1 of each year. He stated his recommendation is that the MAA request a minimum of 2.0 mills for airport improvements for calendar year 2025.

Natalie Miller, EideBailly, was recognized via zoom and reviewed the effect the lack of a mill levy would have on the financing of the current airport projects and the additional interest that would be incurred if more funds had to be borrowed.

Tanna Aasand, EideBailly, was recognized via zoom and stated their analysis shows that the uncertainty of the competitive grants makes the case for the need of the mill levy even stronger.

Berg moved the MAA request 2.0 mills from the City of Fargo for airport improvements for calendar year 2025, subject to support information being supplied.

Second by Bresciani.

On the call of the roll, Bresciani, Berg, Ekman, Kapitan voted aye.  
Cosgriff voted no. Motion carried.

Received Update from Flint Group:

Jodi Duncan, Flint Group, was recognized and Jason Lotzer joined via zoom. Duncan stated they are requesting to revisit the issue of a change of the airport's logo. It was conveyed that there are issues with the current logo and technical barriers that exist with today's digital reproductions. They presented three possible logos their creative staff came up with and presented to board members and members of the community roundtable group.

Berg moved that we change the logo and use the parameters of the proposed logo on the left side of the three logos presented.

Second by Bresciani.

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

Discussed Airport Minimum Standards:

Berg stated he would like to discuss minimum standards so that there are uniform standards for businesses on the airport so that no one is being discriminated against.

Dobberstein stated the MAA had some very strict minimum standards in the 1970's and later in that decade there was a challenge from aeronautical service providers on the field that went to the Civil Aeronautics Board and the challenger won. In those standards the board was dictating square footage required for buildings, offices, hangars, etc. The board then went away from the standards and decided to govern all of the standards through lease agreements. All of the various types of leases at the airport are the same, hangar ground leases are all the same, building space leases are the same, aeronautical service providers, etc. All of the standards that meet our grant assurances are spelled out in those lease agreements. He stated we do have fueling regulations and also guidelines for construction.

Jim Sweeney, Fargo Jet Center, was recognized and stated he has leases on four other airports. He stated this airport has by far been the easiest with which to work. He stated staff and board members are always accessible. He stated he does not think a new document would change anything.

Tom Schauer (former FAA compliance officer) was recognized via zoom and stated that the FAA does not mandate minimum standards. He stated there are multiple vehicles by which you can be in conformance with the FAA's grant assurances and the airport is currently doing it through lease and operating agreements. He stated the fact that there have not been complaints shows that you are doing a good job.

Discussion only. No action taken.

Received Update on Governance Subcommittee:

Attorney Bossart stated at the last meeting she gave the opinion that a subcommittee appointed by the board, even if it is only two board members, is considered a quorum and the meeting would have to be open, and minutes taken. She stated after further review it is her opinion that open meeting rules apply even if the subcommittee is not taking action. She stated she has prepared a memo for the board which she will distribute to the members.

Berg indicated he has no problem with open meetings but that he is going to seek an opinion from the ND Attorney General on this matter.

Berg stated he and Bresciani met with two representatives from NDSU, Dr. Kim Kenville (UND), and Jeff Schatz (Schatz and Associates, LLC) for discussion on governance and they all had different perspectives and insight.

Discussed QR Code Link Survey:

Ekman discussed the parking survey which is on the website and also the QR code survey on signs in the terminal. She requested that the board members get the parking survey results on a monthly basis. She stated the parking survey includes questions on other aspects of the airport and she is not sure that SP Plus should have the responsibility of gathering information about other areas of the airport.

Discussed QR Code Link Survey: (continued)

Darren Anderson was recognized and stated the QR code in the building is not a survey, it is a method for people to leave comments. He stated he receives all of those and they are directed to the appropriate people.

Dobberstein stated we get a lot of communication from passengers on the [email@fargoairport.com](mailto:fargoairport.com) address shown on the website and we respond to all of those.

Jodi Duncan, Flint Group, was recognized and stated they could help with a survey on the website.

Other Business:

Berg suggested that we add an "old business" item to our agendas to follow-up on matters not yet completed.

Berg moved to adjourn the meeting.

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

Time at adjournment was 9:28 a.m.

**APPROVED June 25, 2024**  
**Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

June 25, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, June 25, 2024, at 8:00 a.m.

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

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held June 11, 2024:

Berg moved to approve the minutes of the Regular Meeting held June 11, 2024.  
Second by Cosgriff. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$315,029.65:

Berg moved to approve the airport vouchers totaling \$315,029.65.  
Second by Ekman.  
On the call of the roll, Berg, Cosgriff, Ekman, Kapitan voted aye.  
Absent: Bresciani  
Motion carried.

Approved the Individual Vouchers:

Berg moved to approve individual vouchers:

- A. XCEL ENERGY - \$33,325.75  
Parking ramp, relocate power.
- B. MCGOUGH CONSTRUCTION - \$243,020.95  
Partial Payment Request #1, parking ramp.
- C. MEAD & HUNT - \$53,019.15  
North GA Apron Expansion.
- D. MEAD & HUNT - \$1,939.26  
Gate #4 boarding bridge (Final).

Approved the Individual Vouchers: (continued)

- E. MEAD & HUNT - \$33,116.07  
Passenger terminal construction administration.
- F. MEAD & HUNT - \$72,313.25  
Glycol forcemain.
- G. FORUM - \$380.76  
Legal ad for terminal apron expansion.
- H. MCGOUGH CONSTRUCTION - \$720,625.50  
Partial Payment Request #12, passenger terminal expansion.

Second by Cosgriff.

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

Absent: Bresciani

Motion carried.

Bresciani now present.

Received May Financial Statement and Updated Cash Flow Projection:

May financials were distributed.

Tanna Aasand and Natalie Miller, EideBailly (both via zoom) were recognized and presented an updated cash flow projection. Aasand reviewed status of competitive grants and discretionary funding for the terminal project. She stated the worst case scenario we will be looking for financing \$112 million for the terminal project and best-case scenario we will need to finance \$35 million, if we were successful in getting all of the discretionary and competitive grants available. She stated the most realistic at this time would be if we received 50% of those competitive and discretionary grants, we would be looking at needing \$73 million. She stated they are constantly updating the project financials whenever something changes.

Aasand was directed to provide a revised forecast after June.

Bresciani moved to receive and file the May financial statement.

Second by Ekman.

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

Motion carried.

Received Update from TL Stroh Architects Regarding Parking Structure:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking structure project. He stated at the last construction meeting they discussed adding one more lane in front of the terminal. He stated it is in the overall site plan design but has not been finalized.

Received Update from TL Stroh Architects Regarding Parking Structure: (continued)

Berg moved to direct TL Stroh to incorporate the design of two additional vehicles lanes to the existing four lanes in the parking structure project.

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

Greg Pierson, SP Plus, was recognized via zoom and gave an update regarding shuttle and valet service. Pierson stated the target start date for valet service is August 1. He stated reservation customers will receive an email announcing the service. He stated they are working on details for the seasonal shuttle service. He stated they are also working on emails sent to customers reminding them of their reservation 24 hours prior to arrival.

Jeff Klein, Mead & Hunt, was recognized and gave an update on the temporary parking lot. Plans have been completed and reviewed by McGough and are in the process of getting bids.

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

Brandon Halverson, Mead & Hunt, was recognized via zoom and gave an update on the passenger terminal and modification project.

Received Update from Mead & Hunt Regarding Scope of Work Associated with Coordination of Advertising, Art and Sponsorship for Terminal Building and Parking Ramp:

Brandon Halverson, Mead & Hunt, was recognized via zoom and stated the board had requested Mead & Hunt to draft a scope of work that would coordinate the artwork, sponsorships and advertising, exterior signage, monument sign, branding effort and overall wayfinding. Halverson reviewed a one-page executive summary of work and responsibilities.

Discussion was held. No action taken.

Received Communication from Clear Channel Airports:

The communication dated June 10, 2024, from Thaddeus Glenn, Clear Channel Airports, was received and filed without objection.

Glenn was recognized via zoom and stated his letter spells out their interpretation of the contract and also provided a breakdown of revenue share percentages with other airports in similar size to Fargo which shows the percentage is in line with other airports.

After discussion, Attorney Bossart was directed to look into any cancellation options in the contract.

Glenn stated they are preparing a response to the MAA's requested dated June 18 for a proposal to solicit sponsorships for a few select areas in the terminal and that they consider a one-year revenue share for the first year only or potentially a one-time "flat fee" for each sponsorship secured by Clear Channel. Thereafter the Airport would receive all revenue from each sponsorship.

Received Update from Mead & Hunt Regarding Preliminary Site Options for Possible Hotel:

Tom Schauer, Mead & Hunt, was recognized via zoom and stated the board had requested Mead & Hunt put together a site plan for a proposed hotel attached to the terminal. The Initial Hotel Site Evaluation included an overview, assumptions and hotel site comparisons. Schauer also reviewed areas of consideration such as impact to airside, impact to landside, and site performance/guest experience. Schauer presented three possible sites. Site No. 1 does not have as many constraints as the other two.

After discussion Schauer stated they can look at this further and integrate how a hotel would tie into future plans for terminal expansion. He stated that will take a little more effort because the future terminal planning will be a little more complex than just a cursory review. He stated they will work with Shawn and staff.

Received Update from Mead & Hunt Regarding North GA Apron Expansion and Perimeter Road Project:

Jeff Klein, Mead & Hunt, was recognized and stated the last major piece of this project carried over from last year was the reconstruction of the east perimeter road and Northern Improvement has started that with the goal of having it finished by the airshow.

Received Communication from West Winds Condo Association Regarding Hangar Improvement Plan and Five (5) Year Extension of Ground Lease:

The communication dated June 18, 2024, from Jim Blotsky, West Winds Condo Association, was received and filed without objection. The request was for a five-year extension based on the association's review and approval of the expectations for improvement to the doors and painting/repairing metal sheeting.

Berg moved to approve the five-year ground lease extension requested by West Winds Condo Association.

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

Received Communication from Terracon Regarding Proposed Materials Testing and Special Inspection Services Associated with the Passenger Terminal Expansion and Modification Project (estimated \$65,803):

The communication dated June 18, 2024, from Terracon was received and filed without objection.

Dobberstein stated this is part of the airport's responsibility to the passenger terminal expansion and modification project for the quality control testing. He stated McGough has reviewed the proposal and he would recommend approval.

Berg moved to approve Terracon Proposal No. PM1231103 for materials testing and special inspection services for the terminal expansion and renovation project for an estimated fee of \$65,803.00.

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

Received Update from Mead & Hunt Regarding Trash Compactor Acquisition and Required Infrastructure (Concrete Pad, Electrical Fencing)

Quotation from Marathon Equipment Company (Sourcewell Bid) dated 5/16/24 in the amount of \$73,445.99 was received and filed without objection.

Dobberstein explained that this bid is for a trash compactor and is part of the terminal expansion project. He stated Darren Anderson and Jeff Klein, Mead & Hunt, have been working on this for quite a while. He stated right now when the city solid waste truck comes to pick up dumpsters each day we have to escort them to the secured area inside the fence. He stated with the purchase of the trash compactor it will reduce the number of times per week that the dumpsters need to be collected. We will work with Mead & Hunt on the exact location of the concrete pad, electrical and fencing, but he recommends approving the acquisition of the trash compactor.

Berg moved to authorize acquisition of a trash compactor from Marathon Equipment Company (Sourcewell awarded contract) for a cost of \$73,445.99.

Second by Ekman.

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

Motion carried.

Discussed MAA Member/Airport Staff Public Display Concept (Bresciani):

Bresciani explained that he emailed the other board members inquiring as to their willingness to have a public display board somewhere in the terminal building and provide passengers with names and email addresses for the Executive Director and MAA members. The idea being that the public could use this to make inquiries and provide feedback to staff and the board members. He stated he was happy to have a positive response from all of the board members. He stated it is his recommendation, however, that the Executive Director be the only one to respond to comments so that responses are always accurate. He stated more than one person responding would cause problems sooner or later. Comments emailed to board members would be acknowledged and the emailer would be advised that the comment was forwarded to Shawn Dobberstein.

After discussion, Bresciani indicated he would work with staff on this project.

Old Business:

Berg requested an update on the Economic Impact Study.

Dobberstein stated Kyle Wanner, Executive Director of the ND Aeronautics Commission, did recommend taking the study that was completed in 2015 and update that with some current information. He also discussed this with Tom Schauer, Mead & Hunt, and he could assist with taking that last study and explain what has happened at the airport since 2015. The state's study will not be done until sometime in 2025.

Berg requested an update on our mill levy request to the COF.

Dobberstein stated City Administrator Redlinger is working on finding a date for the MAA and the COF to meet for an informational session.

Old Business: (continued)

Ekman asked for updates on a hybrid US Customs station, business lounge, restaurant capacity, stakeholders/user groups involvement in listening sessions.

Dobberstein stated US Customs is no longer allowing hybrids. They require a full, stand-alone Customs building. He added an FIS would be about \$9 million, and we were told by the Port Director that the airport would be required to pay for three full-time agents, year-round, even though we would need it only seasonally. He stated that is a budget breaker.

Ekman stated she is still waiting for renderings of the baggage claim area showing a design cohesive with the rest of the terminal expansion project.

Dobberstein stated Brandon Halverson is no longer on the call, but this will be forwarded to him.

Dobberstein stated as far as restaurant/bar renderings, Dustin Sejnoha, Sky Dine, has explained that until they select their vendors those would not be completed.

Cosgriff stated he would like an update on governance and employee reviews.

Berg stated we are still progressing with the governance matter and will hopefully have a recommendation at the next meeting. He stated we need to look at the role of a board member and know those parameters.

Berg moved to adjourn. Second by Ekman. All members present voted aye.  
Motion carried.

Time at adjournment was 10:13 a.m.

**APPROVED July 9, 2024**  
**Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

July 9, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, July 9, 2024, at 8:00 a.m.

Present: Bresciani, Berg, Cosgriff, Ekman, Kapitan  
Absent: None  
Others: Bossart

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held June 25, 2024:

Berg moved to approve the minutes of the Regular Meeting held June 25, 2024, as amended.

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

Approved the Airport Vouchers Totaling \$172,072.75:

Bresciani moved to approve the airport vouchers totaling \$172,072.75.

Second by Berg.

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

Approved Individual Vouchers:

Bresciani moved to approve the individual vouchers.

- A. PARSONS - \$560.00  
Locates for passenger terminal expansion (2 invoices).
- B. VOLAIRE AVIATION - \$1,875.00  
Air service data.
- C. HANOVER INSURANCE - \$40,075.00  
Builder's Risk – parking structure.
- D. HANOVER INSURANCE - \$260,792.00  
Builder's Risk – passenger terminal expansion.

Approved Individual Vouchers: (continued)

- E. 3D SPECIALTIES - \$1,258.00  
South perimeter road marking removal.
- F. 3D SPECIALTIES - \$11,403.40  
Westside Terminal Apron marking removal, passenger terminal expansion project.
- G. FLINT GROUP - \$26,132.69  
2024 Airport marketing program.

Second by Berg.

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

Received Update from TL Stroh Architects Regarding Parking Structure, Update on Temporary Parking Lot:

Terry Stroh, TL Stroh Architects, was recognized and reported on progress on the parking structure. He reported the project is on schedule. He stated the advertisement for bids for the temporary parking lot is out now and bids are due August 1.

Received Update from Mead & Hunt Regarding 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 added that construction on the expansion should stay isolated from the existing terminal for the next few months.

Received Update from Mead & Hunt Regarding North GA Apron Expansion and Perimeter Road:

Jeff Klein, Mead & Hunt, was recognized and reported on the North GA apron expansion and perimeter road project. He stated Northern Improvement completed the paving work on the east section of the road that intersects with Taxiway H and has begun reclamation of the entire road, which is about a mile and a half long. The goal is to be completed by the air show.

Received Communication from Dell Arneson Regarding Site Plan for South GA Hangar:

The proposed hangar site plan submitted by Dell Arneson was received and filed without objection. Dell Arneson and Nick Dietrich, Dietrich Construction, were recognized.

Received Communication from Dell Arneson Regarding Site Plan for South GA Hangar:  
(continued)

Dobberstein stated Arneson is requesting to lease the site shown on the plan on which to build a 100' x 300' three-unit hangar. He stated this proposal is different than what is shown on our master plan for that area, but that was just a placeholder for the area. He stated the master plan is a living document and subject to change. Arneson is requesting approval of the concept in order to move forward with the next steps. He stated the 50' of concrete in front of a hangar is the responsibility of the hangar owner. Dobberstein stated he will work with Mead & Hunt to look at a plan for the remaining site in that area.

Ekman moved to accept the site plan proposed by Dell Arneson, so he is able to move on to the next steps. Second by Berg.

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

Motion carried.

Received Preliminary 2025 Budget:

Dobberstein reviewed the proposed 2025 budget and reviewed highlights. He stated the budget includes a 3% COLA for salaries. He stated the health insurance rate for 2025 will increase by 3.97% and he is proposing that the employee share remain the same amount and that the airport pick up the increase. He stated he would even recommend the board consider paying 100% of the health insurance premiums as many employers are doing to be more competitive in the workforce market. He stated we are still waiting for any increases for other benefit coverages. Final adoption of the budget will be in August.

Tanna Aasand, EideBailly, was recognized via zoom. She was directed to do some further breakdowns of the budget to simplify it.

Received Update from Flint Group:

Jodi Duncan, Jason Lotzer, (Kelsey Miller via zoom), Flint Group were recognized and presented an update on the three-year marketing plan. Lotzer reviewed proposed logo options and a proposed color pallet and suggestions for integrating the logo within the terminal.

Jim Sweeney, Fargo Jet Center, was recognized and stated he feels it is critical to use Fargo in a new logo rather than just FAR. Other comments and suggestions were offered, and Flint stated they would take those and come back with some more options.

Received Update from Governance Committee (Berg/Bresciani):

The communication from Dr. Jeffry Schatz, Schatz & Associates, LLC, dated July 7, 2024, was received and filed without objection.

Berg stated he and Dr. Bresciani (Governance Committee) are recommending accepting the proposal from Schatz & Associates to perform an exploratory discussion and workshop to discuss Organizational Governance. The cost for the proposed services is \$3,500.00.

Received Update from Governance Committee (Berg/Bresciani): (continued)

Berg moved to accept the proposal from Schatz & Associates. Second by Bresciani.

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

Old Business:

Brandon Halverson, Mead & Hunt, was recognized via zoom. He stated it was his understanding that there was closure on the topic of a Customs and Border Protection Federal Inspection Station. They met with federal officials and were told that it would have to be a full-blown Customs facility with three full-time agents and that was not financially feasible. He stated the long-range plan still reserves space for such a facility west of the terminal in the event federal requirements are relaxed in the future. He stated there is nothing further to do at this time.

Halverson stated as far the restaurant space, the restaurant and kitchen were not originally in their scope to design. He stated since they wanted a comprehensive GMP they moved forward with a design just so we would have something there. He stated ultimately what needs to happen is vendors need to be selected for those spaces as they will infuse their brand and may have their own design standards. He stated the last time we talked with Dustin with Sky Dine, he wanted the project to be a little further along, which lines up with their schedule. He stated they were looking at spring of 2025 to propose a couple of vendors to the board for approval. He stated Sky Dine's approach works for Mead & Hunt. Halverson explained that Mead & Hunt had their vending consultant (ICF) do an analysis for a small hub airport, type of enplanements, type of passengers, etc., to determine the size of the spaces recommended. He stated they have been involved along with Rippe and Associates, who are also restaurant kitchen designers, to make sure the food service spaces were right sized for this airport. He added that Dustin felt that the spaces were appropriate.

Halverson stated at the community input session on September 27, 2022, we prefaced that with we want the input of the community, but we did not guarantee that every suggestion would be able to be incorporated into the design. He stated they explored any suggestions made and moved forward with any that made sense. He stated as far as business centers, the trend in small hub airports is that we don't see them as much as we used to. He stated we are seeing more isolation cubicles in airports this size, and we have included those in our design. Each idea is presented to airport planners and the multiple user input sessions with airport stakeholders. He added that they have also reached out to those community roundtable members for input and if the board reached out to them, he is confident they would convey that they felt part of the process.

Halverson stated as far as baggage claim area renderings, they can move forward with putting a formal rendering together. He stated his hesitation originally with putting too much effort into it is that it is very time consuming. He stated you can expect the average rendering to cost \$8,000-\$10,000. He stated they want to be cognizant of where they choose to put

Old Business: (continued)

those together. He asked for a formal board motion to do that, and they can move forward. He stated the cost was the gray area. He stated if an individual board member requests something he prefers to have official board action rather than just a request from an individual board member. He stated if the board wants Mead & Hunt to move forward with this rendering he would need some formal direction. Halverson indicated that as far as the notion that the entire terminal project (new and old) would not be cohesive, their duty to the airport is to make the entire project seamless. He stated he is getting the sense from the board that they want to see a rendering of the baggage claim area so they will put something together.

Berg moved to adjourn. Second by Bresciani.  
All members present voted aye. Motion carried.  
Time at adjournment was 9:49 am.

**APPROVED July 23, 2024**  
**Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

July 23, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 23, 2024 at 8:00 am.

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

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held July 9, 2024:

Bresciani moved to approve the minutes of the Regular Meeting held July 9, 2024.  
Second by Berg. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$366,202.84:

Bresciani moved to approve the airport vouchers totaling \$366,202.84.  
Second by Berg.  
On the call of the roll, Bresciani, Berg, Cosgriff, Ekman, Kapitan voted aye.  
Motion carried.

Approved the Individual Vouchers:

Bresciani moved to approve the individual vouchers

- A. TL STROH ARCHITECTS - \$102,212.50  
Skyway construction documents.
- B. M-B COMPANIES - \$1,997,984.30  
MB5 Multi-Tasking Snow Removal Units (2). (MAA approved 4/11/2023)
- C. MEAD & HUNT - \$57,593.57  
North GA Apron Expansion Project.
- D. MCGOUGH CONSTRUCTION - \$827,396.66  
Partial Payment Request #2, parking structure.

Approved the Individual Vouchers: (continued)

- E. MEAD & HUNT - \$84,267.37  
Terminal expansion construction administration.
- F. TERRACON - \$19,777.50  
Quality testing, terminal expansion.
- G. SUN ELECTRIC - \$43,348.48  
Partial Payment Request #1, airfield electrical equipment upgrade.
- H. MEAD & HUNT - \$45,304.75  
Glycol forecemain.
- I. MCGOUGH CONSTRUCTION - \$1,236,822.08  
Partial Payment Request #13, terminal expansion.

Second by Ekman.

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

Motion carried.

Received June Financial Statements:

June financial statements were distributed and Dobberstein reported everything is in order. Tanna Aasand, EideBailly, attended via zoom, and agreed everything is tracking.

Berg moved to receive the June financials. Second by Bresciani.

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

Received Update from TL Stroh Architects Regarding Parking Structure:

Terry Stroh, TL Stroh Architects, was recognized and reported the parking structure project is going according to Hoyle. He stated we are on schedule and accepting bids for the temporary parking lot on August 1. Stroh presented a rendering of the area between the terminal and the parking structure showing the lanes.

Received Update from Mead & Hunt/McGough Construction Regarding Passenger Terminal and Modification Project, Receive Baggage Claim Rendering:

Dobberstein stated that Brandon Halverson, Mead & Hunt, is out this week so he is not available for an update. Pictures provided by McGough on the progress on the terminal expansion were presented.

Received Update from Mead & Hunt/McGough Construction Regarding Passenger Terminal and Modification Project, Receive Baggage Claim Rendering: (continued)

Mead & Hunt provided the requested rendering of the baggage claim area.

Berg moved to include discussion of the baggage claim area on the next meeting agenda.

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

Authorized Attendance at Quotient Group Roundtable, September 11-13, 2024, Asheville, NC:

Berg moved to authorize attendance by one board member at the Quotient Group Roundtable, September 11-13, 2024, Asheville, NC.

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

Received Communication from Clear Channel Airports:

The communication from Thaddeus Glenn, Clear Channel, dated July 16, 2024, was received and filed without objection. This letter was a response to the June 18, 2024, letter from Shawn Dobberstein regarding a request by the Municipal Airport Authority for a proposal from Clear Channel Airports to solicit sponsorships. The letter states that Clear Channel maintains that sponsorship opportunities, which are a form of advertising, fall within Clear Channel's exclusive rights to operate advertisements within the airport and any grant by the Authority of a sponsorship opportunity to a third party within the airport would go against the letter and spirit of Clear Channel's concession agreement. While sponsorships are squarely within the exclusive rights granted to Clear Channel in the concession agreement, Clear Channel is willing to compromise subject to the terms stated herein in an effort to establish a collaborative path forward. The three conditions were:

- 1) Any sponsoring entity must have an active advertising contract in the CC program at Hector for the entire term of the sponsorship agreement
- 2) Implementation and execution of sponsorship opportunities must be handled by the Authority using internal/in-house resources (not engaging a third party)
- 3) The Authority acknowledges and agrees that CC has the exclusive rights to develop any new advertising space that may be created as a result of terminal expansion pursuant to the terms of the existing concession agreement.

Attorney Bossart was recognized via zoom and stated she has reviewed the letter and does not have any issues with it as this is a hybrid solution between the MAA and CC. She stated the agreement does not contain any dispute resolution language. She stated she did reach out to Glenn regarding a "buyout" of the contract. She stated the preliminary figures she was given were \$148,745 for undepreciated capital and approximately \$600,000 for projected revenue from 1/1/25 to the end of the term in 2032.

Glenn was recognized (via zoom) and stated it is their hope that the two parties can work things out and CC would allow the MAA to do what they want with sponsorships, while being able to protecting their business.

Discussion continued. No action was taken.

Received Update Regarding 2025 Preliminary Budget:

Updated 2025 preliminary budget was presented. Dobberstein stated the only change anticipated as far as employee benefits would be a slight increase in dental insurance premiums. The COLA built into this budget was 3%.

Tanna Aasand, EideBailly, was recognized (via zoom) and reviewed the operating fund and capital fund.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for Terminal Apron Expansion Project (Subject to FAA Review):

Jeff Klein, Mead & Hunt, was recognized and presented tabulation for the Terminal Apron Expansion Project bids received July 18, 2024. Bids received were as follows:

Reede Construction, Inc.	\$12,223,764.50
Park Construction Company	\$12,284,123.00
Northern Improvement Company	\$12,451,806.25
Strata Corporation	\$13,792,302.00

Klein stated they reviewed the bid documents, and all are in order and Mead & Hunt is recommending awarding the contract to Reede, contingent upon receiving the grant from the FAA. He stated the plan is to execute the grant from the FAA by the end of the 2024 federal fiscal year and we would enter into the contract with Reede. Once the grant funds are received the contractor can start purchasing materials this year and construction would take place in 2025. He added that the bids can be held for a period of 90 days, which expires at the end of the fiscal year.

Berg moved to award the contract for the terminal apron expansion project to the low bidder, Reede Construction, Inc., based on their bid of \$12,223,764.50.

Second by Bresciani.

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

Motion carried.

Received Communication from Beaton Farms Regarding Three-Year Extension to Farmland Rental Agreements (2025, 2026, 2027 Crop Years):

The communication from Matt and Scott Beaton dated July 19, 2024, was received and filed without objection.

Dobberstein stated the Beatons have been one of our two primary tenant farmers (besides NDSU) for a number of years. He stated they have submitted a proposal to extend their lease for the 2025, 2026 and 2027 crop years. They have proposed a 20% increase in the rate per acre for that three-year period. He stated they are also proposing to take over the three parcels currently leased to Cass Clay Farms, as they have indicated they are not interested in continuing to farm the airport crop land due mainly to mobilization issues with getting farm equipment through the city, the issues with being escorted onto the parcels within the airport fence, and restrictions with the types of crops that can be planted.

Received Communication from Beaton Farms Regarding Three-Year Extension to Farmland Rental Agreements (2025, 2026, 2027 Crop Years): (continued)

He stated they are proposing a 20% increase in those rates as well. Dobberstein stated he feels this is a generous offer considering the current commodity prices and recommends awarding the extension. He stated the rate for the other acreage (NDSU, Fargo Park District, FargoDome) is an average of all of the parcels.

After discussion, Berg moved to hire an appraiser to give us a value on the airport crop land and what the rental rate should be.

Second by Ekman.

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

Bresciani, Kapitan voted no. Motion carried.

Old Business:

The subject of the economic impact update was discussed. No action was taken.

Berg moved to adjourn. Second by Ekman. All members present voted aye. Motion carried.

Time at adjournment was 9:36 am.

**APPROVED August 13, 2024**  
**Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

August 13, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 13, 2024, at 8:00 am.

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

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held July 23, 2024:

Berg moved to approve the minutes of the Regular Meeting held July 23, 2024.  
Second by Ekman. All members present voted aye. Bresciani absent.  
Motion carried.

Approved the Airport Vouchers Totaling \$428,181.08:

Berg moved to approve the airport vouchers totaling \$428,181.08.  
Second by Cosgriff.  
On the call of the roll, Berg, Cosgriff, Ekman, Kapitan voted aye.  
Bresciani absent. Motion carried.

Bresciani now present.

Approved Individual Vouchers:

Berg moved to approve individual vouchers:

- A. AMERICAN ENGINEERING TESTING - \$5,120.00  
Parking ramp quality testing (2 invoices).
- B. PARSONS ELECTRIC - \$700.00  
Utility locates, parking ramp (3 invoices).
- C. PARSON ELECTRIC - \$420.00  
Utility locates, NGA apron expansion (3 invoices).

Approved Individual Vouchers: (continued)

- D. HI-LITE AIRFIELD SERVICES - \$345,588.83  
Partial Payment Request #1, airfield markings project.
- E. NORTHERN IMPROVEMENT - \$932,511.50  
Partial Payment Request #7, NGA Apron Expansion.
- F. WESLEY SCHON, PE - \$1,000.00  
Independent fee review, Westside Terminal apron expansion, Mead & Hunt construction administration contract.
- G. FLINT GROUP - \$71,045.45  
2024 Airport Marketing.
- H. VOLAIRE AVIAITON - \$1,875.00  
Air service data.
- I. TL STROH ARCHITECTS - \$20,000.00  
Parking ramp construction administration.
- J. TL STROH ARCHITECTS - \$18,037.50  
Skyway design services.

Second by Cosgriff.

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

Motion carried.

Continued Discussion Regarding Approval of 2025 Budget:

Dobberstein stated the proposed 2025 budget has a 3% COLA for employees, based on matching the City of Fargo's proposed COLA discussed in May. He stated Bresciani has requested further discussion on the participation of the health insurance premiums. He stated the COF has made an adjustment in longevity rates we should match (an increase of \$25 per month for those employees receiving longevity pay).

Kapitan reported the City of Fargo is considering a 3.5%-4.5% COLA, City of West Fargo is proposing 4.0% and Cass County is proposing 2.5%. He stated he is proposing the MAA match what the COF is doing for its employees.

Tanna Aasand, EideBailly, was recognized via zoom. She reviewed the updates to the proposed 2025 budget and presented a summary slide.

Bresciani stated he would like the board to discuss fully paid health insurance coverage for MAA employees since there is an organization right across the street who provides that for their employees and has consistent vacancies which could be filled by MAA employees.

Continued Discussion Regarding Approval of 2025 Budget: (continued)

Dobberstein reviewed the various scenarios including number of employees and premium amounts.

Aasand stated we could increase the line items in the budget as recommended and approve the budget with those increases. She stated that does not mean the increases would have to be approved and if they are not then we would just be coming in under budget.

Dobberstein stated he could ask PRO Resources to do another comparison for us.

Cosgriff moved to ask staff to prepare a comparison between similar entities (city, county, NDSU) and make a recommendation based on that comparison.

Second by Berg.

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

Motion carried.

This agenda item included the question, with the City Commission's 50% reduction in local support, can we continue construction if their action impacts State and Federal funding? Discussion was held, no action taken considering the City Commission revised their budget to approve two mills for the Airport Authority at its special meeting held August 12, 2024.

Received Update from TL Stroh Architects Regarding Parking Structure:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking structure project. He stated they did receive bids for construction of the temporary parking lot, GMP #4(R) for \$1,046,649. He stated they are looking for approval of GMP #4(R) today.

Ekman moved to approve GMP #4(R) in the amount of \$1,046,649 for construction of the temporary parking lot. Second by Berg.

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

Stroh reported that the project is on track for bringing in precast panels in October.

Stroh stated he was asked to look into adding perforated panels to the parking structure to block snow. They would still meet ventilation requirements. He stated the estimated cost to install those panels on the north and west side of the structure is \$808,929.72 and can be installed at any time. He stated with the prevailing winds from the north and west, installing the panels on those sides would probably mitigate the majority of the snow.

After discussion, Bresciani moved to consider the perforated panels as an add alternate and at the end of the project, if budget accommodates, provided the budget allows for the additional lane reserved for mass transit

Second by Ekman.

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

Motion carried.

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

Brandon Halverson, Gena Molica, Mead & Hunt, were recognized, and gave an update on the terminal expansion and modification project. He stated progress on the project is good and still on budget. He reviewed the rendering of the baggage claim area stated they are working on some additional seating and wayfinding signage. Molica later reviewed some of the suggested changes.

The communication dated March 6, 2024, from Dustin Sejnoha was received and filed without objection. The letter requested a 10-year extension in exchange for Sky Dine's contribution of up to \$1,080,000 toward equipping all food and beverage locations. The 10-year extension would start following the completion of all food/beverage/bar locations in pre-security and post-security.

Sejnoha was recognized and stated they are still working through the brands for the vendors, local, regional and national. He stated he hopes to have those solidified by the end of 2024, which is probably a little early as construction will not be done for two years.

Berg moved to request a letter of intent from Sky Dine for the requested 10-year extension and receive a recommendation from staff. Second by Bresciani.

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

Received Update Regarding Proposed SGA Hangar and Site Plan (Arneson/Dietrich/Klein):

Jeff Klein (Mead & Hunt), Nick Dietrich (Dietrich Construction), Dell Arneson (4 Suns LLLP) were recognized and presented site options C-1 and C-2 for the construction of a hangar in the south general aviation area, north of the Dakota Air Parts hangar. Klein stated C-2 has the hangars set E/W with the hangar doors facing north, which is not desirable in our climate.

Dobberstein stated after lengthy review with all of the parties involved, it is the recommendation that the board approve C-1 so that they can get started with the process. He stated they believe it maximizes the use of space and creates the most desirable space. He added that there is a lot of unknown about what exists underground in that area.

After discussion Ekman moved to delay approval of this for two weeks and that Berg work with Mead & Hunt, Arneson, Dietrich and MAA staff to finalize the site plan.

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

Continued Discussion Regarding Preliminary Site Options for Possible Hotel (Tom Schauer):

Tom Schauer, Mead & Hunt, was recognized and gave an update on preliminary site options for a possible hotel. He stated any time you look at putting anything on the airport, the airspace study process looks at how a project will affect all aspects of the airfield. He stated they took cursory reviews of all of this for all three options and they think we are in good shape with all of them, but at the end of the day the FAA is the ultimate arbitrator.

Continued Discussion Regarding Preliminary Site Options for Possible Hotel (Tom Schauer):  
(continued)

Schauer stated Mead & Hunt is recommending Site A as they feel it is the most viable. He recommended the board consider some type of action that would commit to preserving this area and that a site selection be developed so that it aligns with other development in the area such as roads and parking. He stated he will work with Mr. Dobberstein on that.

Berg moved to receive and file the hotel site comparison presented by Mead & Hunt. Second by Ekman. All members present voted aye. Motion carried.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for Glycol Collection and Forcemain Project (KPH, \$4,638,390):

Jeff Klein, Mead & Hunt, was recognized and stated bids were received on July 24, 2024, for the glycol collection and forcemain project. Bids received were:

KPH, INC.	\$4,638,390.00
Sellin Brothers, Inc.	\$5,099,503.00

Klein stated the bids have been reviewed and they recommend award to KPH, Inc.

Berg moved to award the contract to KPH, Inc. for the glycol and forcemain project based on their bid of \$4,638,390, and subject to receipt of FAA grant funding. Second by Bresciani.

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

Receive Proposed Construction Administration Contract from Mead & Hunt for Terminal Apron Expansion and Glycol Collection Forcemain (\$818,951):

Proposed construction administration contract from Mead & Hunt for terminal apron expansion and glycol collection forcemain was received and filed without objection.

Berg moved to approve the contract with Mead & Hunt for a cost not to exceed \$806,500 for construction services and \$12,451 for project closeout services. Second by Bresciani.

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

Approved Change Order #3, Northern Improvement, North GA Apron Expansion for an Increase of \$51,321.13:

Berg moved to approve Change Order #3 to Northern Improvement for an increase of \$51,321.13 to the North GA Apron Expansion Project, subject to FAA concurrence.

Second by Bresciani.

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

Motion carried.

Chair Kapitan requested a five-minute recess.  
Berg moved to take a five-minute recess. Second by Bresciani.  
All members present voted aye. Motion carried.  
Time at recess was 10:03 am.

Meeting reconvened at 10:08 a.m.

Received Update from Mead & Hunt Regarding Scope of Work Associated with Coordination of Advertising, Art and Sponsorship for Terminal Building and Parking Ramp (Brandon Halverson):

Brandon Halverson, Mead & Hunt, was recognized and provided a brief update on the scope of work associated with coordination of advertising, art and sponsorship for terminal building and parking ramp. He indicated there would be more to report at a later date.

Flint Group Update Regarding Logo and Marketing:

Jodi Duncan, Jason Lotzer, Flint Group, were recognized and presented update on logo and recommended options.  
Bresciani moved to approve the FAR logo with Fargo Hector International Airport.  
Second by Berg.  
On the call of the roll, Bresciani, Berg, Cosgriff, Ekman voted aye.  
Kapitan voted no.  
Motion carried.

Continued Discussion Regarding Clear Channel Communication Regarding Sponsorships:

Attorney Bossart stated she will create a position document showing each side (MAA and Clear Channel) on the contract with Clear Channel.  
Berg moved that staff reach out to identify who might be a local entity to identify/secure sponsorships and bring a recommendation back to the board.  
Second by Ekman. All members present voted aye. Motion carried.

Received Communication from Pifer's Regarding Farmland Cash Rent Analysis and Beaton Farms Cash Rent Offer:

Dobberstein reviewed the trail of investigation he did on area farmland cash rent rates. He stated he received a rent analysis from Pifer's Auction & Realty and Land Management. He stated we received a cash rent proposal from Beaton Farms for Parcels #1- #9 at \$210 per acre, with the exception of \$180 for Parcel #2 due to drainage issues. He stated they will reimburse the MAA for the property and drain taxes and have requested 50% payments on May 1 and October 1 rather than one payment in May. Dobberstein recommended accepting the offer from Beaton Farms. He added that this will also increase the rate for other leases with NDSU, FargoDome, Fargo Park District and the City of Fargo.

Received Communication from Pifer's Regarding Farmland Cash Rent Analysis and Beaton Farms Cash Rent Offer: (continued)

Bresciani moved to accept the offer from Beaton Farms as outlined for crop years 2025, 2026, and 2027. Second by Berg.

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

Motion carried.

Discussed Airport Authority Meeting Frequency (Bresciani):

Bresciani stated he has never been on a board that meets more than once a month, and most of them have been with bigger and more complicated organizations. He stated that will obviously mean that a lot of the minutia we discuss, with 25 people in a room for two and a half hours, we will not be able to cover any more. He stated a lot of that minutia, in his experience on other boards, is not what boards should be doing in the first place. He wants to recognize up front that there is something that has to be given up, which is the board acting like the manager of the airport instead of the board overseeing the airport, and that is a culture change.

Bresciani moved to change the MAA meetings to once a month starting in October and that the bylaws be changed accordingly. Second by Berg.

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

Motion carried.

Bresciani moved to adjourn. Second by Berg.

All members present voted aye. Motion carried.

Time at adjournment was 10:47 am.

**APPROVED August 27, 2024**  
**Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

August 27, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, August 27, 2024, at 8:00 a.m.

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

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held August 13, 2024:

Berg moved to approve the minutes of the Regular Meeting held August 13, 2024.  
Second by Bresciani. All members present voted aye. Motion carried.

Approved the Airport Vouchers Totaling \$202,854.21:

Berg moved to approve the airport vouchers totaling \$202,854.21.  
Second by Bresciani.  
On the call of the roll, Bresciani, Berg, Cosgriff, Ekman, Kapitan voted aye.  
Motion carried.

Approved the Individual Vouchers:

Bresciani moved to approve the individual vouchers:

- A. TERRACON - \$5,472.00  
Quality testing, passenger terminal expansion project.
- B. MEAD & HUNT - \$155,756.09  
Construction administration, passenger terminal expansion project.
- C. HI-LITE AIRFIELD SERVICES - \$60,305.58  
Partial Payment Request #2, airfield markings.
- D. MCGOUGH CONSTRUCTION - \$1,277,146.73  
Partial Payment Request #3, parking ramp.

Approved the Individual Vouchers: (Continued)

- E. MEAD & HUNT - \$1,705.98  
Glycol forecemain.
- F. MEAD & HUNT - \$65,630.72  
North GA apron expansion project.
- G. PARSONS ELECTRIC - \$313,211.25  
Partial Payment Request #3, North GA Apron Expansion.
- H. COLUMN SUPPORT/FORUM COMMUNICATIONS - \$708.32  
Legal advertisements, glycol collection/terminal apron expansion (3 invoices).
- I. PARSONS ELECTRIC - \$140.00  
Utility locates, terminal expansion project.
- J. M-B COMPANIES, INC. - \$136,680.85  
Cupping ramp plow. (MAA approved 4/11/23)

Second by Berg.

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

Motion carried.

Received July Financial Statements:

Berg moved to receive and file July financial statements.

Second by Ekman.

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

Motion carried.

Without objection, Agenda Item #9 was moved up in the agenda order.

Approved Site Plan for Proposed South GA Hangar by Dell Arneson:

A revised site plan for the proposed hangar construction by Dell Arneson was received.

Berg moved to approve the revised site plan proposed by Dell Arneson.

Second by Ekman.

Jim Sweeney, Fargo Jet Center, was recognized and stated he noticed a fuel storage area on the proposed site plan. He requested that the board look into the history of fuel storage and what was previously decided by the authority on where those should be located before that portion of this project is approved. He stated otherwise the project looks great.

Dobberstein stated there was discussion of centralizing the location of fuel tanks in both the north and south general aviation areas. He stated the designated area in the south GA is full with the additional tank recently installed by Fargo Aircraft Maintenance.

Approved Site Plan for Proposed South GA Hangar by Dell Arneson: (continued)

Berg stated in order to move this along, we need to approve the proposed site plan today, not necessarily the fuel storage portion. He added that a hangar project of this size would probably want access to their own fuel.

Dobberstein stated he will gather history on fuel tanks and fuel farms.

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

Motion carried.

Continued Discussion Regarding Approval of 2025 Budget (COLA, Employee Health Insurance, Longevity Pay Adjustment), Receive Communication from PRO Resources:

Discussion on 2025 budget continued.

Communication from PRO Resources dated August 23, 2024, was received and filed without objection. The information provided was on other area government entities relative to COLAs and health insurance benefits.

After discussion, Berg moved to approve a 4.5% COLA for 2025, continue the current employee dollar share of the health insurance premiums, and to approve the \$25 per month increase for each longevity pay level.

Second by Bresciani.

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

Motion carried.

Received Update from TL Stroh Architects Regarding Parking Structure:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking structure. He stated the schedule is on track to finish piles in September and start with precast in October.

Greg Pierson, SP Plus, was recognized and reported that the valet parking is off to a good start. He briefed the board on the changes we will see with the acquisition of SP Plus by Metropolis Parking. He stated they are excited about the advances in technology that will result from this.

Received Update from Mead & Hunt Regarding 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 we have had a few weather challenges, but things are moving along. He stated precast is scheduled to begin September 3. Steel erection will start later in the month. He stated they will have something for the next meeting on the scope of work for branding, signage, wayfinding.

Approved Fifth Amendment to Ground Lease for MDC Fargo LLC (FedEx), Ground Rental Rate Increase:

Dobberstein stated MDC Fargo LLC is the developer that leases ground for the FedEx facilities on the airport. He stated the lease is due for a rate increase November 1, 2024, from 25 cents per square foot to 30 cents.

Bresciani moved to approve the fifth amendment to the ground lease with MDC Fargo LLC. Second by Berg.

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

Received Update Regarding Preliminary Site Options for Possible Hotel; Discuss Estimated Cost of Delaying and Moving Underground Utilities for Preferred Site:

Brandon Halverson, Mead & Hunt, was recognized via zoom. Following review of existing and currently awarded utilities, all three hotel sites (East, West and South) remain viable. However, to provide a more detailed evaluation of probable costs, pros and cons, a more detailed study will be needed to gather input from potential hotel developers, utility size requirements and airport tenants. We respectfully ask the board if they would like to:

1. Hold off utility installation until spring, so further study can take place (this will cost \$150-200k (this would cover construction and design study costs). There is a possibility of having schedule impacts if we have a late spring).
2. Move ahead and reconfigure parking and utilities based on the footprint that Tom Schauer presented on the East side (design fees would cost around \$15k. In order to generate a construction cost impact, the design will need to be further developed).
3. Proceed per current plan and contract (no cost impact on current project).

He stated the team is asking for a decision from the board today. They recommend proceeding with Option 1 based on what they are hearing on hotel development interest.

After discussion, Berg moved to request Mead & Hunt do the engineering for hotel Option B location (west) and work with McGough on what needs to be done on infrastructure.  
Second by Bresciani.

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

Received Update from Governance Committee:

The communication from Dr. Jeffry Schatz dated August 25, 2024, providing a summary of the board members and administrative meetings held was received and filed without objection.

Berg stated it is the recommendation of the Governance Committee (Bresciani/Berg) to move forward.

Received Update from Governance Committee: (continued)

Berg moved to request a formal contract proposal from Dr. Jeffrey Schatz.  
Second by Bresciani.  
On the call of the roll, Bresciani, Berg, Cosgriff, Ekman, Kapitan voted aye.  
Motion carried.  
Dobberstein was directed to engage Dr. Schatz to submit a proposal.

Received and Approved Request from The Arts Partnership:

The proposal from The Arts Partnership dated August 22, 2024, was received and filed without objection. The proposal is for September 2024 – August 2025 and would provide three (3) rotating art exhibits and 12 mini-concerts. The fee will remain the same as the previous two years, \$6,500.00.

Bresciani moved to approve the proposal from The Arts Partnership for the period of September 2024 – August 2025 for a fee of \$6,500.00.

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

Old Business:

Attorney Bossart stated she and Shawn had a phone conversation with Thaddeus Glenn, Clear Channel. She stated Glenn has requested that a working group be formed consisting of Shawn and one board member to work with Clear Channel on arriving at an arrangement that works for both parties.

Berg moved to appoint Bresciani, Ekman and Dobberstein to work with Clear Channel on an arrangement for sponsorships. Second by Cosgriff.

On the call of the roll:  
Bresciani and Ekman abstained.  
Berg and Cosgriff voted aye.  
Kapitan voted no.  
Motion failed.

Cosgriff moved to require the abstaining members to vote.  
Second by Ekman.  
On the call of the roll, Bresciani, Berg, Cosgriff, Ekman voted aye.  
Kapitan voted no.  
Motion carried.

Chair called for a vote on the original motion.  
Bresciani abstained.  
Berg, Cosgriff, Ekman voted aye.  
Kapitan voted no. Motion carried.

Old Business: (Continued)

Berg moved that hangar owners may have fuel equipment subject to criteria defined by the Airport Authority.

Second by Bresciani.

Dobberstein stated the history is that the MAA, the Fargo Fire Department and the ND Department of Health had discussions after multiple underground fuel tanks around the airport were removed over decades. The suggestion was to centralize fuel farms so there is only one area that is impacted. The Northwest Airlines fuel farm west of the terminal building was purchased by Fargo Jet Center and that site was grandfathered. When the North GA area was created the north fuel farm was created and the board determined that is where future fuel tanks would be located. He stated Danny and Donny Schatz approached the board for permission for an underground fuel tank next to their hangar. He stated the MAA did allow that since they are in the fuel business they have all of the licensing and permits to haul fuel from their truck stop to their hangar area. He stated the South GA area fuel farm area is located just to the west of Hangar 19. He stated because Dave Sahl recently installed a tank in the last available space in that fuel farm, the area is now full. The MAA will need to look for additional space to accommodate aircraft owners wishing to fuel their own aircraft. He stated we have fuel tank guidelines and have to follow both state and federal guidelines.

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

Motion carried.

Cosgriff moved to adjourn. Second by Bresciani.

All members present voted aye. Motion carried.

Time at adjournment was 10:04 a.m.

**APPROVED September 10, 2024**  
**Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

September 10, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, September 10, 2024, at 8:00 a.m.

Present: Bresciani, Berg, Cosgriff, Ekman, Kapitan  
Absent: None  
Others: Bossart

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held August 27, 2024:

Bresciani moved to approve the minutes of the Regular Meeting held August 27, 2024. Second by Berg. All members present voted aye. Ekman absent. Motion carried.

Approved the Airport Vouchers Totaling \$173,036.57:

Bresciani moved to approve the airport vouchers totaling \$173,036.57. Second by Berg.

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

Approved Individual Vouchers:

Bresciani moved to approve individual vouchers:

- A. MCGOUGH - \$943,115.47  
Partial Payment Request #14, passenger terminal expansion.
- B. FLINT GROUP - \$36,692.23  
2024 Airport Marketing Program.
- C. UBL DESIGN GROUP - \$1,110.00  
Independent fee review, skyway contracts and construction administration.
- D. NORTHERN IMPROVEMENT - \$1,409,498.87  
Partial Payment Request #8, NGA apron expansion.
- E. ADB SAFEGATE - \$93,520.98  
Airfield regulators, electrical equipment upgrade (2 invoices).

Approved Individual Vouchers: (continued)

Second by Berg.

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

Approved 2025 Budget:

Final 2025 proposed budget was presented and reviewed. Tanna Aasand, EideBailly, joined via zoom.

Bresciani moved to approve the 2025 budget. Second by Berg.

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

Received Update from TL Stroh Architects Regarding Parking Structure Construction, Additional Driving Lanes, Skyway Update and Associated Cost Allocation to Passenger Terminal Expansion Project:

Terry Stroh, TL Stroh Architects, was recognized and reported that construction is progressing on the parking structure. He explained there would be a change order moving the cost of the elevators from the skyway project to the parking structure project, as the elevators would not be eligible for federal funding, so those will be bid separately. We will more than likely be doing the roadway after the north side of the ramp is completed.

Received Communication from Dr. Tom Nagle Requesting Assignment of SGA Hangar Ground Lease to Group 2, LLC:

Communication from Thomas D. Nagle dated September 2, 2024, was received and filed without objection. Nagle is requesting his current ground lease be assigned to Group 2, LLC effective with the sale of the hangar to Group 2, LLC.

Dobberstein stated the lease expires December 31, 2024, and the next item on the agenda is a request from Group 2, LLC to extend the lease for 20 years. Group 2 is proposing improvements to the hangar and a concept was provided. Dobberstein recommended approving the assignment of lease and then granting a one-year extension with a longer extension granted after improvements have been made.

Berg moved to allow the assignment of lease from Nagle to Group 2, LLC.

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

Received Communication from Adam Stonestreet, Group 2 LLC, Requesting 20-Year Extension to SGA Hangar Ground Lease – Reviewed Proposed Improvement Plan and Considered Approval:

Communication from Adam Stonestreet, Group 2 LLC, dated September 2, 2024, was received and filed without objection.

Received Communication from Adam Stonestreet, Group 2 LLC, Requesting 20-Year Extension to SGA Hangar Ground Lease – Reviewed Proposed Improvement Plan and Considered Approval: (continued)

Berg moved to table this item until the October meeting to give Group 2 LLC time to flush out the site plan before we approve the extension. Second by Bresciani.

Stonestreet was recognized and stated he and his partners, Mike Graham and Chris Schuler, are planning to invest about \$1 million in improvements to the building. He added that they have been working with Jim Roers who owns the adjacent hangar and is also planning improvements, to come up with a cohesive look to the area.

Berg stated we are not requiring full architectural plans but just want to see more before approving to make sure it will tie in with the other hangars in that area. He added he would like to see all large hangars in that area.

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

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

Brandon Halverson, Mead & Hunt, was recognized via zoom and gave an update on the terminal expansion project. He stated they have made a lot of progress; exterior foundations are substantially in and they are working on inside foundations. They are also beginning to erect precast. Elevator core/stairway is completed. Steel should be ready for installation in the middle of this month.

Ekman now present.

Halverson stated they are putting together pricing for suggested baggage claim area changes and are working on verifying pricing. They will also have pricing on suggested seating alternate.

Received Proposal from Mead & Hunt Associated with Coordination of Exterior Signage, Branding, Artwork, Sponsorship and Advertising and Considered Approval:

Halverson provided Client Contract Amendment to provide artwork, advertising, signage and wayfinding coordination services at a cost of \$349,200.00, and reviewed what services would be provided.

Berg moved to table this item. Second by Bresciani.

All members present voted aye. Motion carried.

Received Update Regarding Preliminary Site Options for Possible Hotel and Associated Underground Utilities Plan:

Tom Schauer and Brandon Halverson, Mead & Hunt, were recognized via zoom.

Schauer stated since the last meeting they met with McGough and the Mead & Hunt design team and looked at some ways to take this area (on the east side, which was the preferred potential hotel site) reconfigure it in a manner that would allow flexibility for multiple types of hotel scenarios to occur on that side. They looked at utilities that would need to be

Received Update Regarding Preliminary Site Options for Possible Hotel and Associated Underground Utilities Plan: (continued)

revamped to allow such flexibility. Schauer stated he would recommend waiting at least six to 12 months before requesting proposals from hotel developers, so there is no conflict between hotel construction and the terminal project. That will also provide the airport time to get a better picture of its financial situation, as the development of a hotel will result in some costs to the airport.

Received Proposal from Schatz & Associates Regarding Governance Policy Development and Considered Approval:

The proposal from Schatz & Associates, LLC dated September 3, 2024, was received and filed without objection. The proposal is to work with the board and Executive Director to develop a set of Governance Policies for the MAA. Cost is \$24,500.00, plus mileage costs.

Bresciani moved to approve the proposal submitted by Schatz & Associates, LLC.

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

Received and Approved Change Order #4 for Northern Improvement Company Associated with the NGA Apron Expansion Project for an Increase of \$1,995.00:

Change Order #4 to the North GA Apron Expansion is to install one tie-down anchor in the existing North GA Apron.

Bresciani moved to approve Change Order #4 for an increase of \$1,995.00.

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

Received Report from Sponsorship Working Group Regarding Clear Channel Airports Discussion Held 9/5/24:

Memorandum from Attorney Bossart dated September 6, 2024, summarizing Clear Channel background discussions was received and filed without objection.

Sponsorship working group members appointed were Bresciani and Ekman.

Bresciani stated he was pleasantly surprised by the extraordinary flexibility shown by Clear Channel. In the meeting we walked through various scenarios and was pleased with Mr. Glenn's answers to all of those. He stated he does not know that there were any real hard line "no's."

Bossart stated she is working with Clear Channel's legal department on a Memorandum of Understanding. She stated when that has been drafted, she will present it to the working group for final approval by the board. She stated then the intentions of both parties will be on paper. She added this MOU does not change the contract, it clarifies the separate views of the parties and the agreements at which the parties have arrived.

Bresciani stated the MOU is a positive step forward.

Received and Approved LED Lighting Proposal from Ideal Energy for Eastside Terminal, Hangar 3 and Hangar 4 - \$44,525.00 (\$22,262.00 after grant):

LED Lighting Proposals from Ideal Energy dated 8/26/24 and 9/5/23 were received and filed without objection.

Dobberstein stated we were approached by Ideal Energy regarding an opportunity for an energy grant by updating lighting in the Eastside Terminal, Hangar 3 and Hangar 4. The total cost for these three buildings would be \$44,525.00 and the grant would cover 50%, resulting in a final cost of \$22,262.00. The rate of return in energy savings vary from 40.20% in each of the hangars to 55.59% in the Eastside Terminal.

Bresciani moved to approve the LED Lighting Proposal from Ideal Energy.

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

Received Proposed Changes to MAA By-laws:

Attorney Bossart stated after action taken by the board on August 13, 2024, to change to one meeting per month, she has drafted changes to the by-laws. Changes will include meetings to one per month, adding that virtual attendance by a board member will be considered attendance, and to add a consent agenda to the meeting agendas.

After discussion, Bresciani moved to approve those changes to the by-laws and that the board meet the second Tuesday of each month at 8:00 a.m., subject to change when necessary. Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Ekman, Kapitan voted aye. Motion carried.

Authorized Attendance:

Berg moved to authorize attendance at the following:

Great Lakes AAAE Airports Conference, October 9-11, 2024, Chicago, IL  
Take Off Air Service Conference, October 22-24, 2024, Green Bay, WI  
G1-SCBA Testing, December 10-13, 2024, Pittsburgh, PA  
Airshow Conference, December 9-12, Las Vegas, NV  
AAAE Annual Aviation Issues Conference, January 5-9, 2025, Kauai, HI (registration only)

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

Old Business:

Bresciani stated he would like to continue discussion on email contacts for board members and requested the matter be delayed until the next meeting at which he will have a recommendation.

Bresciani moved to adjourn. Second by Ekman.  
All members present voted aye. Motion carried.  
Time at adjournment was 9:30 a.m.

**APPROVED October 8, 2024**  
**Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

October 8, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, October 8, 2024 at 8:00 am.

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

Chair Kapitan presiding.

Approved Consent Agenda:

Berg moved to approve the consent agenda items. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Ekman, Kapitan voted aye. Motion carried.

**Consent agenda:**

1. Approve minutes from meeting September 10, 2024.
2. Airport vouchers totaling \$415,375.94.
3. Approve individual vouchers:
  - A. TL STROH ARCHITECTS - \$40,000.00  
Parking Ramp.
  - B. TERRACON - \$15,399.45  
Quality control testing, passenger terminal expansion.
  - C. AMERICAN ENGINEERING TESTING - \$7,990.50  
Quality control testing, parking ramp.
  - D. MEAD & HUNT - \$124,784.99  
Passenger terminal construction administration.
  - E. MEAD & HUNT - \$4,670.25  
Glycol forecemain project.

Approved Consent Agenda: (continued)

- F. SUN ELECTRIC - \$7,250.06  
Partial payment request #2, Electric vault equipment and lighting replacement.
  - G. MEAD & HUNT - \$2,695.00  
PFC application #10.
  - H. MEAD & HUNT – 54,528.26  
NGA Apron Expansion.
  - I. MCGOUGH CONSTRUCTION - \$3,149,322.87  
Partial Payment Request #4, parking ramp.
  - J. MCGOUGH CONSTRUCTION - \$1,628,860.35  
Partial Payment Request #15, passenger terminal expansion.
  - K. PARSONS ELECTRIC - \$350.00  
Utility locates, passenger terminal expansion and parking ramp.
  - L. PARSONS ELECTRIC - \$33,978.45  
Partial Payment Request #4 (Final) NGA apron expansion.
  - M. FLINT GROUP - \$84,558.63  
2024 airport marketing.
4. Approve request from NW Leasing LLP (Bernie Ness) to extend SGA hangar ground lease.
  5. Approve request from Meadowlark Logistics (Dave & Rachel Lawson) for a two-year extension to their Eastside Terminal office lease.
  6. Approve request from Buck's Trading (Wyatt Tracy) for a one-year extension to Eastside Terminal office lease.
  7. Approve extension of airline lease and operating agreements through 12/31/2025.
  8. Authorize attendance at the North Dakota National Guard Event, November 19-21, 2024, Washington, DC.

Received August Financials:

Tanna Aasand, EideBailly, was recognized via zoom and reviewed August financials. Berg moved to receive and file August financials. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Ekman, Kapitan voted aye. Motion carried.

Received Update from Adam Stonestreet, Group 2 LLC, Regarding Proposed Improvements to SGA Hangar; Consider Approval and One-Year Extension to Ground Lease Effective 1/1/25:

Adam Stonestreet, Group 2 LLC, was recognized and presented design concept for improvements to the hangar recently purchased from Dr. Thomas Nagle.

Dobberstein stated he has been made aware of some developments since this agenda was prepared. He stated he understands there are ongoing conversations between Group VI and the partners of Group 2 LLC. He stated he understands the closing date is October 15.

Dobberstein stated until Group 2 takes ownership and comes forward with more details he recommends a lease extension through April 30, 2025.

Berg moved to authorize an extension of the lease to April 30, 2025. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Ekman, Kapitan voted aye. Motion carried.

Received Update from TL Stroh Architects Regarding Parking Structure:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking structure. He stated they anticipate starting installation of precast panels October 14.

Greg Pierson, SP Plus/Metropolis, was recognized via zoom, and gave a presentation on technology available with Metropolis and what they feel would be the next step for parking control equipment for Hector. He stated whatever system the board decides on they would recommend using the same equipment for the garage and the exit plaza.

Dobberstein stated he asked TL Stroh to reach out to Walker Consulting to get a third party, unbiased opinion on the two equipment options (FlashParking and Metropolis). He added that if the board decides to go ahead with the Metropolis system, SP Plus would request a contract extension in order to amortize the cost of the equipment.

Pierson stated he would not be able to get approval to move forward with the proposed Metropolis system and that investment without a contract extension.

Dobberstein stated McGough has not yet signed a contract with FlashParking for the equipment for the garage but the deadline for this decision would be February. He stated in visiting with his peers around the country, everyone is going in this AI direction.

Pierson stated the Metropolis system is already in off-airport parking lots across the country. He stated the first airport to go online with this system will be San Antonio, TX.

Joe Kasper, McGough, was recognized and stated the February deadline was due to the fact that we would need to know by then if the conduit for the Flash equipment would need to be installed in the garage.

Received Update from TL Stroh Architects Regarding Parking Structure: (continued)

Pierson stated he wanted to reassure the board that even though they might decide to go with the FlashParking system rather than Metropolis, they would never walk away from their commitment to the airport. He stated they would be remiss if they did not make the board aware of the technology available to them as a result of the acquisition of SP Plus by Metropolis. They will fully support the decision of the board.

Dobberstein stated we will have more to report at the November 12 meeting after hearing a recommendation from Walker.

Received Update from Mead & Hunt Regarding Passenger Terminal Expansion and Modification Project; Reviewed Estimated Costs for Proposed Baggage Claim Items and Alternate Seating Option:

Brandon Halverson, Mead & Hunt, was recognized via zoom, and gave an update on the terminal expansion project.

Gena Molica, Mead & Hunt, was recognized via zoom and reviewed the costs of the baggage claim modifications and departure lounge seating.

Baggage claim modifications:

- Wrapping columns in wood veneer - \$31,440
- Adding LED lighting over baggage carousels - \$31,262
- Additional baggage cart storage near side stair - \$19,980
- Additional baggage claim area seating and planters - \$60,000

Molica reviewed a proposed change to seating from the Arconas Flyaway (currently specified) to the Arconas Arvo with two armrests per seat. The change would cost an additional \$31,758 and result in a loss of 154 seats. She added a decision deadline for the furniture would be February.

Continued Discussion Regarding Proposal from Mead & Hunt Associated with Coordination of Exterior Signage, Branding, Artwork, Sponsorships and Advertising, and Consider Approval:

Brandon Halverson was recognized via zoom and gave an update on the proposal for coordination of signage, artworks, etc. He stated the art coordination portion of that agreement was about \$100,000, and there was a recommendation of an estimated budget of about \$400,000-\$500,000 to procure art. He stated since the last meeting, Dr. Bresciani made us aware of an initiative with the NDSU Museum and a program with rotating art displays. He stated they have been in contact with representatives at NDSU and they would be very interested in partnering with the airport on art displays. Halverson added that we would continue to involve The Arts Partnership who is currently providing art displays. He stated if the board wishes he could revise the proposal and exclude the art coordination portion.

The board directed Halverson to revise the proposal.

Received Update from Sponsorship Working Group; Approve Proposed Non-Binding MOU with Clear Channel Airports:

Attorney Bossart was recognized via zoom. She stated the working group (Bresciani, Ekman) met with Thaddeus Glenn, Clear Channel, and came up with a non-binding MOU addressing the matter of sponsorships. She stated basically Clear Channel has agreed to permit the MAA to go forward with its plan to solicit sponsorship opportunities contingent upon the MAA sharing any such opportunities with CC and obtaining CC's prior written approval, which shall not be unreasonable held.

Ekman stated she could not recommend approval of the proposed MOU without the changes she recommended.

Bossart stated she felt the changes proposed by Ekman were not substantive but just a change in verbiage.

Bresciani stated he felt the fourth draft of the MOU was adequate for a non-binding MOU. He stated the working group had a good meeting with CC and he does not know how continuing to edit it will be taken by CC.

After discussion, Bresciani stated that he felt we had a very good and very positive conversation with CC and the board members questioning this the most are those that were not on the committee. He stated he would like to remove himself from the committee and have the Chair appoint either Berg or Cosgriff so they can hear it firsthand, and then he is not wasting his time. He stated he feels we are diving down rabbit holes on individual wording issues that did not reflect the conversation we had with Thaddeus.

Ekman moved to appoint Cosgriff to the Sponsorship Working Group.

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

Presentation on Airport Marketing Conference:

Ekman gave a presentation on her attendance at the Quotient Group Roundtable.

Old Business:

Bresciani gave an update on the MAA board member public display and communication. He stated it was previously recommended that the board members have individual email addresses to receive comments from the public. He stated after further consideration that would not be a good idea, but rather we should have one generic email indicating that people can send comments to board members at that one email address and that comments would be forwarded to them by staff.

Dobberstein stated Dr. Jeff Schatz, Schatz Associates, will be making a 30-45 presentation to the board members following our meeting on November 12, regarding his work with the Governance Committee (Bresciani/Berg) on developing governance policies for the MAA.

December meeting will be Tuesday, December 17, 2024.

Ekman moved to adjourn. Second by Bresciani.  
All members present voted aye. Motion carried.

Time at adjournment was 10:36 a.m.

**APPROVED November 12, 2024**  
**Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

November 12, 2024

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, November 12, 2024, at 8:00 a.m.

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

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held October 8, 2024:

Ekman moved to approve the minutes of the Regular Meeting held October 8, 2024.  
Second by Cosgriff. All members present voted aye. Motion carried.

Approved the Order of the Agenda:

Bresciani moved to approve the order of the agenda. Second by Ekman.  
All members present voted aye. Motion carried.

Approved the Consent Agenda:

Bresciani moved to approve the consent agenda. Second by Ekman.  
On the call of the roll, Bresciani, Cosgriff, Ekman, Kapitan voted aye.  
Berg absent. Motion carried.

1. Approve airport vouchers totaling \$475,198.62.
2. Approve individual vouchers:
  - A. AMERICAN ENGINEERING & TESTING - \$11,411.75  
Parking ramp quality control testing.
  - B. TL STROH ARCHITECTS - \$40,000.00  
Parking ramp construction administration.
  - C. NORTHERN IMPROVEMENT - \$78,037.90  
Partial Payment Request #2 (Final) South Perimeter Road Realignment.

Approved the Consent Agenda: (continued)

- D. MEAD & HUNT - \$75,356.67  
Construction administration, passenger terminal project.
  - E. VOLAIRE AVIATION - \$8,250.00  
Monthly data service, air service conference data (3 invoices).
  - F. MCGOUGH CONSTRUCTION - \$5,794,085.50  
Partial Payment Request #5, parking ramp.
  - G. SUN ELECTRIC - \$18,704.31  
Partial Payment Request #18 (Final) Security System Upgrade.
  - H. MEAD & HUNT - \$2,530.95  
Terminal Apron Expansion.
  - I. MEAD & HUNT - \$13,475.00  
PFC #10 application.
  - J. MEAD & HUNT - \$42,598.33  
North GA Apron Expansion.
  - K. NORTHERN IMPROVEMENT - \$324,307.14  
Partial Payment Request #9, North GA Apron Expansion.
  - L. MCGOUGH CONSTRUCTION - \$1,561,991.76  
Partial Payment Request #16, passenger terminal expansion.
  - M. SUN ELECTRIC - \$61,899.16  
Partial Payment Request #3, Electric vault and lighting replacement.
  - N. NORTHERN IMPROVEMENT - \$63,690.00  
South GA apron storm inlet emergency repair.
  - O. TL STROH ARCHITECTS - \$40,000.00  
Parking ramp construction administration.
  - P. VOLAIRE AVIATION - \$14,500.00  
Routes Takeoff Conference, (6) airline presentations/materials.
3. Design services contract amendment #2 for Mead & Hunt, passenger terminal expansion project (deduct \$11,598.00).
  4. Contract with Mead & Hunt for ACDBE Program Update and Reports (not to exceed \$23,623.00).

Approved the Consent Agenda: (continued)

5. Authorize attendance:  
ACI Air Cargo Conference, March 2-4, 2025, Arlington, TX  
NAFTZ Spring Seminar, May 18-20, 2025, Savannah, GA

REGULAR AGENDA:

Received and Approved 2025-2028 Innovate 28 Investment Plan:

Joe Raso, Executive Director of the Greater Fargo Moorhead Economic Development Corporation and Shannon Full, President and CEO of the FMWF Chamber, were recognized and gave a presentation on the Innovate28 Investment Plan. Their request to the MAA was for a pledge of \$60,000 for the four-year campaign or \$15,000 per year, which includes the current \$5,000 annual EDC investment.

Bresciani moved to approve the four year pledge to the Innovate28 Investment Plan as proposed. Second by Ekman.

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

Received September Financials:

Tanna Aasand, EideBailly, was recognized via zoom and reviewed the September financials.

Cosgriff moved to receive and file the September financials. Second by Ekman.

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

Received Update from TL Stroh Architects on Parking Structure Construction:

Terry Stroh, TL Stroh Architects, was recognized via zoom and gave an update on the parking structure project.

Bresciani moved to receive and award GMP #5 for \$1,234,561.00. Second by Ekman.

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

The board at its October 8 meeting requested a review of the PARCS equipment proposed for the parking structure. Walker Consultants provided a description and contrast of Metropolis vs. Flash Parking Solutions as applied to the parking structure at Hector International Airport.

Dobberstein stated following receipt of the technical review by Walker, TL Stroh Architects is recommending moving forward with the Flash equipment and consider Metropolis in the future.

Received Update from TL Stroh Architects on Parking Structure Construction: (continued)

Brian McGann, Walker Consultants, was recognized via zoom and presented their findings. He stated the Metropolis system is very new and cutting edge but they identified some problems that could happen. He stated without a ticket, there is nothing to fall back on if the recognition technology is not working. He stated License Plate Recognition technology can be added to the Flash system. He stated even though Metropolis has this technology in parking lots other than airports, the corporate wisdom at Walker is that airports will be the most difficult implementation of the Metropolis technology due to the length of stay and the importance of not allowing cars to leave without paying.

Greg Pierson, SP Plus, was recognized via zoom and stated again that SP Plus is willing to operate any equipment selected by the airport. He stated as far as continuing to operate the Flash equipment in the economy lots and going with the Metropolis equipment in the garage and long term, that could be done. He stated they are running both systems side by side in San Antonio.

After discussion, Cosgriff moved to request an analysis of both systems and bring back a comparison to the December meeting. Second by Ekman. All members present voted aye. Motion carried.

Received Proposed Lease Amendment from SkyDine Regarding Lease Extension Related to Their Proposed Monetary Investment in Furniture/Fixtures in New Premises/Passenger Terminal:

Dustin Sejnoha, SkyDine, was recognized and presented the proposed amendment to the lease agreement for a ten-year extension for their contribution of \$1,080,000.00 for the cost of furniture, fixtures, equipment and improvements. Sejnoha explained this proposed amendment does not spell out specific types of equipment. He stated they are still working with potential vendors but have not finalized any agreements. He stated the plan was to have those in place early next year and stated since they are still in negotiations, he is not able to disclose those publicly at this time. He stated we are still two years away from the project completion.

Ekman moved to receive and file the proposed 2024 Amendment to Lease Agreement with Sky Dine, Inc. Second by Cosgriff. All members present voted aye. Motion carried.

Received Update from Mead & Hunt Regarding 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. Halverson stated the skyway project, although designed by TL Stroh Architects, will be rolled into the terminal project because of its eligibility for federal funding if available. He stated the elevators and elevator lobbies in the parking ramp are not eligible so those are separated. He stated it is simply a matter of moving funds from one project to another and maximizing the possibility of federal funding.

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

The proposed Aerocloud Subscription Agreement was presented. Halverson stated they are incorporating a common use software system for the airlines (Aerocloud) to maximize flexibility in gate use for the airlines. He stated Delta, United and American will have preferred gates but the rest will be flexible for all airlines. He stated through competitive bidding Aerocloud was awarded the project. He stated the system also operates the Flight Information Display and is a gate management system. He stated they are recommending approval of the subscription agreement and construction/installation cost of \$200,000 and the annual operating cost of approximately \$100,000, which will be rolled into the rates and charges to the airlines.

Bresciani moved to approve the recommendation by Mead & Hunt for the Aerocloud Subscription Agreement. Second by Ekman.

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

Received Updated Proposal from Mead & Hunt Association with Coordination of Exterior Signage, Branding, Artwork Sponsorship and Advertising and Consider Approval (\$212,044.00):

Brandon Halverson, Mead & Hunt, was recognized and stated they have amended their proposed Client Contract Amendment for the exterior wayfinding, artwork, sponsorships and advertising coordination. He stated since getting Michael Strand and NDSU on board for artwork, they have revised the proposed contract removing the cost for artwork consulting and procurement, bringing the proposal down to \$212,044.00. He stated they are looking for approval on this today.

Bresciani moved to approve the client contract amendment with Mead & Hunt for exterior wayfinding, artwork, sponsorships and advertising coordination services for the amended cost of \$212,044.00. Second by Cosgriff.

On the call of the roll, Bresciani, Cosgriff, Kapitan voted aye. Ekman voted no. Berg absent. Motion carried.

Received Communication from US Customs and Border Protection Regarding Reimbursable Memorandum of Agreement for Mandatory IT Equipment Upgrade (\$72,574.50 Plus Annual Recurring Service Cost of \$8,960.00):

Communication from US Customs and Border Protection dated August 6, 2024, was received and filed without objection.

Dobberstein explained that we received this notice from US Customs and Border Protection advising us of requirements for technology for the US Customs office in Fargo. He stated this is a mandate and we have no choice so no approval by the board is needed. He stated the cost of equipment is \$72,574.50 with annual recurring costs of \$8,060.00. He stated Customs will install the equipment and bill us for reimbursement.

Received Update Regarding Pending Special Assessments:

Attorney Bossart was recognized and gave an update on pending special assessments from the City of Fargo and the disagreement between the COF and the FAA on immediate benefit to the airport.

Dobberstein stated the city has agreed to defer a significant amount of the specials on land that cannot be developed. He stated they have assessed the eligible share to the property that can be developed. He stated if things move forward as they are now, the total assessment that could be paid by the airport and tenants is \$396,000, which is down from over \$2 million. Further update will be provided at a later date.

Bresciani to Discuss Proposed Visioning Project for NDSU Senior Architect Students for Property Adjacent to Airport Authority Property:

Bresciani stated it is natural and appropriate to spend a lot of time talking about the development of the airport's property. He stated in thinking about all of the surrounding property that if developed could have a substantial impact on the looks, the feel and the operation of the airport. He stated those are properties over which we have no control. He stated the NDSU School of Architecture has a class for senior architecture students who look for projects in which to create a visioning plan. He stated it is not a master plan as their visioning plan would involve properties they do not control. He stated past projects have included projects for Medora and the City of Minot. He stated Minot's leaders were so impressed by the project that they immediately issued RFPs on some of the students' work. His thought is that doing a visioning project for properties around the airport would be an exciting opportunity for the students and may be exciting for the airport as well. He stated this project would be totally non-binding. He stated he would like to propose to the board that member Ekman be our liaison on this project. He stated he is not presuming that the school will say yes.

Bresciani moved to appoint Ekman to be the liaison to pursue a visioning exercise in coordination with NDSU's School of Architecture for properties peripheral but external to the airport properties. Second by Cosgriff. All members present voted aye. Motion carried.

Received Update From the Sponsorship Working Group Regarding Clear Channel Discussions Held 11/7/24:

Cosgriff stated the Sponsorship Working Group met on November 7 (Cosgriff, Ekman, Bossart, Dobberstein, Thaddeus Glenn). He stated there was a wide-ranging discussion with a lot of hypotheticals, but the working group is recommending that we operate under the existing contract. He stated the agreement outside of the contract is that Flint Group will assist with sponsorships.

Thaddeus Glenn, Clear Channel, was recognized via zoom and stated the MAA is aware of Clear Channel's concerns and we will work on those matters as they come up, should they even come up.

Old Business:

There was no old business.

December meeting will be Monday, December 16, 2024.

Ekman moved to adjourn. Second by Cosgriff. All members present voted aye. Motion carried.

Time at adjournment was 10:33 am.

**APPROVED December 16, 2024**  
**Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Monday

December 16, 2024

The Regular Meeting of the Municipal Airport Authority was held Monday, December 16, 2024, at 8:00 a.m.

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

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held November 12, 2024:

Bresciani moved to approve the minutes of the Regular Meeting held November 12, 2024. Second by Berg. All members present voted aye. Motion carried.

Approved the Order of the Agenda:

Bresciani moved to approve the order of the agenda. Second by Berg. All members present voted aye. Motion carried.

Approved the Consent Agenda:

Bresciani moved to approve the consent agenda. Second by Cosgriff. On the call of the roll, Bresciani, Berg, Cosgriff, Ekman, Kapitan voted aye. Motion carried.

1. Approve airport vouchers totaling \$479,178.16.
2. Approve individual vouchers:
  - A. FLINT GROUP - \$26,594.10  
2024 Airport Marketing – October.
  - B. TERRACON - \$14,955.50  
Quality testing – Passenger Terminal Expansion.
  - C. MEAD & HUNT - \$5,390.00  
PFC #10 application.

Approved the Consent Agenda: (continued)

- D. MEAD & HUNT - \$8,399.80  
North GA Apron Expansion.
- E. MEAD & HUNT - \$6,130.68  
Passenger terminal apron expansion.
- F. MEAD & HUNT - \$56,780.47  
Passenger Terminal Expansion, Final Design/Bid.
- G. AMERICAN ENGINEERING & TESTING - \$19,455.95  
Parking ramp quality testing.
- H. MCGOUGH CONSTRUCTION - \$4,625,790.26  
Partial Payment Request #6, parking ramp.
- I. MEAD & HUNT - \$87,450.92  
Passenger terminal expansion construction administration.
- J. PARSONS ELECTRIC - \$140.00  
Underground locates - passenger terminal expansion.
- K. MCGOUGH CONSTRUCTION - \$1,879,813.95  
Partial Payment Request #17, passenger terminal expansion.
- L. VOLAIRE AVIATION - \$1,875.00  
Monthly data subscription.
- M. FARGO JET CENTER - \$22,290.00  
2024 co-op marketing.
- N. PARSONS ELECTRIC - \$140.00  
Underground locates for parking ramp.
- O. DAKOTA UNDERGROUND - \$20,300.00  
Airfield concrete rehabilitation, Taxiways B, D, C3.
- P. NATIONAL ASSOCIATION OF FOREIGN-TRADE ZONES - \$1,250.00  
2025 membership.
- Q. JET-WAY MULTIPLE SERVICES - \$3,080.00  
Televise new underground pipes – parking ramp.
- R. FLINT GROUP - \$25,650.00  
2024 marketing – November.

Approved the Consent Agenda: (continued)

- S. NORTHERN IMPROVEMENT - \$49,008.43  
Partial Payment Request #10 (Final), North GA Apron Expansion and Perimeter Roads.
  - T. TL STROH ARCHITECTS - \$40,000.00  
Parking ramp construction administration.
  - U. TL STROH ARCHITECTS - \$9,250.00  
Passenger Terminal Skyway design procurement.
  - V. REEDE CONSTRUCTION, INC. - \$256,059.00  
Partial Payment Request #1, terminal apron expansion.
  - W. AMERICAN ENGINEERING & TESTING - \$6,482.00  
Quality testing – parking ramp.
  - X. SUN ELECTRIC, INC. - \$26,634.61  
Partial Payment Request #4, electrical vault equipment and lighting replacement.
3. Approve ground lease agreement with 4 Suns, LLLP (Arneson South GA Hangar).
  4. Approve design contract with Mead & Hunt for the terminal apron reconstruction (pending FAA review and approval) - \$796,100.00, with the revision of language under Responsibilities of the Municipal Airport Authority to state:
    - A designated representative with complete authority as authorized by the Airport Authority Board, to transmit instructions and information, receive information, interpret policy, and define decisions.
  5. Approve CO #1 to Sun Electric for Electrical Vault Equipment and Lighting Replacement for an increase of \$11,377.00.
  6. Approve equipment replacement proposal for Airfield Lighting Control and Monitoring System, JK Engineers (equipment - \$102,544, installation \$35,000).
  7. Amendment to Employee Handbook. (Pay matrix – call-in hours)
  8. Approve renewal of airport liability coverage - \$93,325.00.

**REGULAR AGENDA:**

Received October Financials:

Tanna Aasand, EideBailly, was recognized via zoom and reviewed the October 2024 financials, reporting that things are on track and show no concerns.

Bresciani moved to receive and file the October financials. Second by Berg.

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

Motion carried.

Received Update from TL Stroh Architects on Parking Structure:

Terry Stroh, TL Stroh Architects, was recognized via zoom and reported their findings in comparing Flash Equipment vs. Metropolis in the parking structure. He stated the big difference between the two is that with Flash you own the equipment and with Metropolis you are just leasing it so the upfront costs may be less. He stated the board has indicated the possibility of requesting proposals for the parking operation, which currently expires September 30, 2025, and if that is the case their recommendation is to use the Flash equipment in the parking structure rather than Metropolis, as that is exclusive to SP Plus/Metropolis.

Gary Neff, SVP Strategic Sales and International Development, Flash Parking, was also present for questions. He stated Flash Parking equipment is also capable of some of the options offered by Metropolis, such as license plate recognition. He stated Flash Parking is an independent provider whereas Metropolis is exclusive.

Bresciani moved to approve the recommendation of TL Stroh and install Flash Parking equipment in the parking structure. Second by Berg.

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

Motion carried.

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

Terry Stroh, TL Stroh Architects, was recognized stated that GMP #4-T, for which Mead & Hunt is requesting approval today in the amount of \$5,453,019.00, excludes the elevator/finishes from the original budget for the skyway, as those were moved to the parking structure project as they would not be eligible for federal funding as the skyway would be. He explained the original budget for the skyway was \$6,350,684, but deducting for the elevator/finishes reduced that by \$1,234,561. Bids for the skyway project came in \$336,896.00 over budget.

Berg moved to approve GMP #4-T in the amount of \$5,453,019.00. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Ekman, Kapitan voted aye. Motion carried.

Brandon Halvorson, Mead & Hunt, was recognized via zoom. He reported that the terminal project is going well, and the numbers are coming in strong. He reviewed previously

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

proposed additional improvements to the baggage claim area in the amount of \$82,682.00. These included wrapping columns, LED lighting, additional seating, storage area for luggage carts/wheelchairs.

Bresciani moved to table this item until a later date and to look at proposed changes as add alternates. Second by Berg. All members present voted aye. Motion carried.

Proposed changes in seating in the departure lounge gate areas were discussed. Proposed change to seating with double arm rests would result in a loss of 154 seats and an additional cost of \$31,758.00

Halvorson stated this reduction would go below the FAA's recommended amount of seating.

Gena Molica, Mead & Hunt, stated they feel the Arconas Flyaway chairs are more comfortable than the Arconas Arvo with double arms.

After discussion, Molica indicated she could look at the possibility of a mix of single and double arms.

Kapitan asked that Mead & Hunt come back with their recommendation at the next meeting for approval and that we not spend a lot of time on discussion on matters such as this during meetings.

Received Update from Flint Group:

Representatives from Flint Group present: Jodi Duncan, Sara Flowers, Madison Quamme.

Flint presented a review of 2024 and presented their plan for 2025, \$250,000 in services and \$200,000 paid media. They proposed a new product, "FlyMyAirport" which is a flight search widget added to the website which allows passengers to plan their trips. They reported they are looking at a customer experience survey proposal.

Chad Noyes, Airport Fire Chief, and Brady Scribner, City of Fargo Emergency Manager, were recognized via zoom and reviewed the Airport Emergency Plan and the coordination that occurs with the airport, the City of Fargo, and other local entities.

Old Business:

Ekman gave an update on the possible visioning project with the NDSU School of Architecture for property adjacent to the airport.

Meeting was adjourned. Time at adjournment was 9:57 am.

**APPROVED January 14, 2025**  
**Shawn A. Dobberstein, MAA Secretary**