

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS MEETING**

January 25, 2024

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, January 25, 2024, presided by Chair Simonson. Members present via zoom were Rick Meland, Cynthia Pic, Steve Kuhlman, Karl Bollingberg, and Kyle Kvamme. Also present were Mead & Hunt's Steve Synhorst, Jon Scrapper and Josh Brelje, Airport Attorney Tim Dittus, Jeff Ohman, Avflight, and Ernie Anderson, Harlan Jensen, and Jeff Vatnsdal of GFK On-Call Maintenance, Dr. Kim Kenville, Joe Meszaros, and Joseph Steen. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:00 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chair Simonson asked for a motion to approve the minutes from December 21, 2023, as written. A motion was made by Meland to approve the minutes from December 21, 2023, as written. The motion was seconded by Bollingberg to approve the minutes from December 21, 2023, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Martin reviewed December 2023 monthly revenue vs. budget and commissions and a year end recap. Landings and enplanements were impacted by weather in December with some cancelled. December showed a net loss. December was under budget with expense. December commissions were still strong. Fuel flowage was under budget in December, but overall above budget for the year.

2. Director Report

- a) Riesinger turned it over to Cason Dunker the Supervisor for the ARFF/OPS department. He compiled a few interesting stats. ARFF/OPS issued 3,723 NOTAMs in 2023 – these are what the Airport uses to communicate airfield conditions to pilots. The Maintenance Department responded to 616 work orders. The ARFF/OPS department issued 744 security badges and responded to 56 emergency calls.
- b) Riesinger reported on the ice storm after Christmas. Earlier in the month we had fog, which caused flights to be delayed or be cancelled as well. Then on the Monday after Christmas we received over 1 inch of freezing rain. Maintenance and

OPS did an amazing job trying to keep up with it. They used 4,000 gallons of de-icing fluid on pavement. Special thanks to Joey, Scott, and Cason on their coordination to get that done.

- c) Riesinger provided an update on GFK On-Call. We have been updating the board each month since September about the developments of meetings and requests from GFK On-Call. We have representatives from GFK On-Call present at today's meeting. Their request is to waive minimum standards for their operation. The Airport Authority responded in writing to GFK On-Call yesterday, and Riesinger reviewed portions of the letter, as follows:

In accordance with Grant Assurance 22, GFRAA makes available the opportunity to provide A&P Repair services to any person, firm, or corporation that a safe, efficient, and adequate level of operation and services is offered at the Airport. GFRAA makes every effort to ensure the Minimum Standards are reasonable and not unjustly discriminatory. *See* Minimum Standards § 1.04 (GFRAA. "Through its Minimum Standards, attempts to maintain a 'level playing field' on which all commercial operators of similar classification ... are to conduct business on a fair and equal basis for the benefit of the aviation public. In developing these Minimum Standards," GFRAA "intends neither to block competition between service providers nor to protect any existing or incumbent provider from competition.").

GFRAA has attempted to reasonably tailor the Minimum Standards to the specific commercial activities conducted at the Airport ("Commercial Services") to which they are applied, while maintaining standards that promote safety, adequacy, and efficiency of Airport operations. Having established the Minimum Standards, GFRAA endeavors to apply them objectively and uniformly to all similarly situated parties. Even so, as new factual situations present themselves that are outside of what the drafters of the Minimum Standards may have considered, GFRAA evaluates whether the Minimum Standards are a reasonable fit to, and relevant for a particular commercial aeronautical activity. That brings us to the present.

Objectively and uniformly applying the existing Minimum Standards to GFK On-Call's application requires GFK On-Call to comply with the following requirements:

Any operator desiring to engage in airframe and/or powerplant repair service must provide as a **minimum** the following:

1. **Land Area**

An area of 14,500 square feet of land on the Airport is required for the building, temporary parking of aircraft, and customer vehicle parking.

2. **Buildings**

Lease, sublease, or construct a building having a minimum of 7,000 square feet of properly lighted and heated maintenance shop, parts storage space, office space, and a public waiting area including public restrooms and telephones. A minimum of 4,900 square feet of hangar is required.

3. **Personnel**

In addition to 1.06 D. Operator shall employ a minimum of one person currently certificated by the FAA with ratings appropriate for work to be performed. Additional personnel shall be provided to keep office attended during normal hours of operation.

4. **Hours of Operation**

Hours of operation shall be a minimum of eight (8) hours per day, five (5) days per week, with provisions for emergency on-call service during nights, weekends, and holidays.

5. **Equipment**

Sufficient equipment supplies and availability of parts to perform maintenance in accordance with manufacturer recommendations or equivalent on various types of based aircraft.

Minimum Standards § 2.04 subd. B. It is undisputed that GFK On-Call does not intend to satisfy Section 2.04, subdivisions B1-2 of the Minimum Standards.

GFK On-call has asked GFRAA to waive its existing Minimum Standards for A&P Repairs services, which is not something GFRAA is willing to do. Waiver of minimum standards is disfavored. *See* ADVISORY CIRCULAR 150/5190-8, *Minimum Standards for Commercial Aeronautical Activities*, §1.1.2 (Dec.7, 2023) (“Once the airport sponsor has established minimum standards, it should apply them objectively and uniformly to all similarly situated on-airport aeronautical service providers. The failure to do so may result in a violation of the prohibition against exclusive rights and/or finding of unjust economic discrimination of imposing unreasonable terms and conditions for airport use.”) Because GFK On-Call does not intend to satisfy the Minimum Standards, absent amendment, GFRAA likely must deny GFK On-Call’s application for an operating permit to perform A&P Repair services at the Airport.

GFK On-Call asserts that the Minimum Standards set forth in Section 2.04, subdivision B1-2, are not reasonably tailored to the limited A&P Repair services it proposes to provide. The Minimum Standards appear to proceed from an assumption, only Full Service Fixed Base Operators (3rd Entry Level) will have the experience, facilities, equipment, personnel, etc. to provide the level and quality of “Aircraft Maintenance and Repair Services” on “Jet Aircraft (DC-9/727 and smaller)” (*see* Minimum Standards §2.06. subd. B.1.b.) desired at the Airport. The existing Minimum Standards related to Single Service Operators providing A&P Repair services appear to have been drafted with solely general aviation aircraft A&P Repair services in mind. *See* Minimum Standards §2.04. subd. B. Upon information and belief, GFRAA has never received a request from an independent operator seeking to perform A&P Repair services solely for commercial air carrier passenger jet aircraft. Given the limited opportunity for the performance of A&P Repair services of this type of aircraft at the Airport, GFRAA did not anticipate the need for Minimum Standards governing this situation specifically until now.

ISSUES

Based on the foregoing, two issues require determination:

1. Are subdivisions B1-2 of Minimum Standard 2.04 reasonably tailored to the limited A&P Repair services GFK On-Call proposes to provide? Put otherwise, is a categorical requirement that an A&P Repair service provider satisfy Section 2.04, subdivision B1-2, reasonably tailored to assure the safe, adequate, and efficient level and quality of A&P Repair services offered to the public at the Airport?
2. If the first issue is answered in the negative, what minimum standards should apply to independent operators that desire the opportunity to perform limited A&P Repair services, which will still ensure that the safety, adequacy, and efficiency needs of Airport operations will be met and that the requisite level and quality of A&P Repair services will be offered to the public?

PLAN OF ACTION

GFRAA, having considered the foregoing, and after consultation with legal and regulatory compliance advisors, has developed the following plan of action:

1. GFRAA is considering amending the existing Minimum Standards to address this situation; however, it needs to be reasonably assured that this change can be made without compromising safety, adequacy, and efficiency of Airport operations.
2. GFRAA shall continue to evaluate whether safety, adequacy, and efficiency considerations allow independent operators to provide A&P Repair services; and, if so, what minimum standards should be imposed upon independent operators providing such services.
3. If GFRAA ultimately determines that amending the Minimum Standards is in the best interest of the public, a proposed amended standard will be developed and GFRAA shall follow its Procedure for Adoption of Rules, Regulations and/or Standards.

It is a board decision whether to amend Minimum Standards.

Riesinger reviewed the following procedure to be utilized for possible amendment to the Minimum Standards:

Procedure for Adoption of Rules, Regulations and/or Standards

Step #1 A proposed rule, regulation, and/or standard is developed by the Authority and approved by its attorney.

Step #2 Not less than thirty (30) days prior to approval by the Authority Board, the Authority shall:

1. Publish in the Grand Forks Herald a notice of the proposed rule or a notice advising that a copy of the proposed rule is available upon request at the Airport Authority Administrative Office.
2. Mail a copy of the proposed rule to known affected parties such as existing tenants and/or lessees.
3. Post notice of the proposed rule in the lobby of the Grand Forks Regional Airport Administrator Building.

Step #3 During the period described in Step #2, but no earlier than seven (7) days after the publication of the notice, the Authority staff and one or more members of the Authority will conduct a public hearing at which time all interested parties may appear and make written or oral comments concerning the proposed rule, regulation, or standard.

Step #4 At the next Board meeting the proposed rule, regulation, or standard will be placed on the Board's agenda for consideration. Prior to the Board meeting, the minutes of the public hearing, along with all written comments submitted by interested parties at any time prior to the Board meeting, shall be presented to the Board along with Authority staff written recommendations.

Step #5 A rule, regulation, or standard shall become effective on the 1st day of the month following the month when the same was adopted by the Authority Board, unless otherwise specifically stated in the rule, regulation, and/or standard.

Ernest Anderson - legal representation for GFK On-Call requested a meeting with GFRAA and Airport Attorney for next week.

d) Riesinger mentioned that the Fly ND conference will be in Grand Forks for anyone wishing to attend. It will be March 3rd -March 5th.

3. **Chairmans Report-** Chair Simonson thanked the maintenance and operations team during that ice storm that the airport was never notam closed and it was a great accomplishment. And thanks to the Executive Director and Airport Attorneys for the work and research on the minimum standards.

C. New Business

1. Mead & Hunt Task Order #20 – Reconstruct Runway 17R – 35L Design

We are now ready to complete the design for the Runway 17R/35L Reconstruction project. We are anticipating FAA funding and want to have the overall design ready. As part of the overall design the project will be broke into phases and bid separately. See attachments for complete Task Order #20 Scope of Services and breakout of fees.

The overall design is planned to be completed by the end of 2024. Plans are to bid the first phase of work in 2025 and to begin the construction in 2026.

The total cost of these services is \$949,286.35 and is eligible for 90% Federal and 5% State funding, with either our 2024 FAA Entitlement grant or our 2024 FAA BIL grant. This project was included in our 2024 Capital Budget.

The project amount will require successful completion of an Independent Fee Estimate.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Mead & Hunt Task Order #20 in the amount of \$949,286.35 for Design of Runway 17R/35L Reconstruction, and authorize the Executive Director to execute the required documents, including all FAA and State grant documents.

A motion was made my Bollingberg to approve Mead & Hunt Task Order #20 in the amount of \$949,286.35 for Design of Runway 17R/35L Reconstruction, and authorize the Executive Director to execute the required documents, including all FAA and State grant documents. The motion was seconded by Meland motion to approve Mead &

Hunt Task Order #20 in the amount of \$949,286.35 for Design of Runway 17R/35L Reconstruction and authorize the Executive Director to execute the required documents, including all FAA and State grant documents.

Action Taken: Motion carried unanimously.

The meeting adjourned at 9:16 a.m.

Respectfully submitted,
Katie Olson
GFRAA Administrative Assistant

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS SPECIAL BOARD MEETING**

February 16, 2024

The Grand Forks Regional Airport Authority Board of Commissioners met a special session in the Board Room of the Byron L. Dorgan Terminal on Friday, February 16, 2024, presided by Chair Simonson. Members present were Steve Kuhlman, and Kyle Kvamme. Members that called in via zoom were Rick Meland, Tim Mutchler, and Cynthia Pic. Also present were Mead & Hunt's Steve Synhorst, Tom Schauer, Airport Attorneys Tim Dittus and Matt Paulson. Also present were Jeff Ohman, Avflight, Kyle Black, GFK Flight Support and Ernie Anderson, Harlan Jensen, and Jeff Vatnsdal of GFK On-Call Maintenance. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:02 a.m.

As a result of the December 19, 2023, letter received from GFK On-Call Aircraft Maintenance LLP and subsequent statements made by representatives of GFK On-Call, further discussion regarding possible amendment of Minimum Standard 2.04 B. related to Single Service Operators performing Airframe and Powerplant Repair (aircraft maintenance & repair) **may** take place in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section **44-04-19.1, subdivision 2**. The topic or purpose of this executive session is **Attorney Consultation** as defined in North Dakota Century Code section 44-04-19.1, subdivision 5.

At this time, a motion would be in order to discuss this topic in executive session rather than in an open meeting.

A motion was made by Kvamme to discuss this topic in executive session rather than in an open meeting. The motion was seconded by Meland to discuss this topic in executive session rather than in an open meeting.

Chair Simonson called the roll

Commissioner Pic Not Available

Commissioner Meland Aye

Commissioner Kuhlman Aye

Commissioner Mutchler Aye

Commissioner Bollingberg Not Available

Commissioner Kvamme Aye

Action Taken: Motion carried unanimously.

The executive session was recorded, and all members of the Board of Commissioners were reminded to limit their discussion during the executive session to the announced topic. Generally, any collective

decision, collective commitment, promise to make a decision (including formation of a position or policy), or other final action by the Board of Commissioners must occur after it reconvenes in an open meeting. However, the prohibition on taking final action during an executive session does not apply to guidance given by Commissioners to legal counsel in a closed attorney consultation session authorized under North Dakota Century Code section 44-04-19.1.

Members of the public who were attending the meeting in person were asked to leave the room. Those members of the public who were attending the meeting virtually via Zoom were moved into a “Waiting Room”. It was announced that we anticipate adjourning the executive session, and reconvening the open portion of the meeting, at approximately 9:08 a.m.

The minutes will show that the executive session began at 8:08 a.m. and was attended by Chair Simonson, Steve Kuhlman, and Kyle Kvamme. Members that called in via zoom were Rick Meland, Tim Mutchler, and Vice-Chair Cynthia Pic. Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, Katie Olson, Administrative Assistant, and Airport Attorneys Tim Dittus and Matt Paulson were in attendance.

EXECUTIVE SESSION HELD

The minutes will show that the executive session was adjourned at 9:33 a.m.

Those members of the public attending in person were invited to return to the meeting room, those attending virtually via Zoom were readmitted using the “Waiting Room” feature and we were now back in open session.

Executive Director Riesinger recommended a motion to proceed with the process of potentially amending Minimum Standard 2.04 B. related to Single Service Operators performing Airframe and Powerplant Repair (aircraft maintenance & repair) and direct the Executive Director and Legal Counsel to present a draft thereof for approval by the Board prior to publication in conformity with our Procedure for Adoption of Rules, Regulations and/or Standards, to include an open public hearing.

A motion was made by Kvamme to proceed with the process of potentially amending Minimum Standard 2.04 B. related to Single Service Operators performing Airframe and Powerplant Repair (aircraft maintenance & repair) and direct the Executive Director and Legal Counsel to present a draft thereof for approval by the Board prior to publication in conformity with our Procedure for Adoption of Rules, Regulations and/or Standards, to include an open public hearing.

The motion was seconded by Meland to proceed with the process of potentially amending Minimum Standard 2.04 B. related to Single Service Operators performing Airframe and Powerplant Repair (aircraft maintenance & repair) and direct the Executive Director and Legal Counsel to present a draft thereof for approval by the Board prior to publication in conformity with our Procedure for Adoption of Rules, Regulations and/or Standards, to include an open public hearing.

Chair Simonson called the roll

Commissioner Pic Aye

Commissioner Meland Aye

Commissioner Kuhlman Aye

Commissioner Mutchler Not Available

Commissioner Bollingberg Not Available

Commissioner Kvamme Aye

Action Taken: Motion carried unanimously.

The meeting adjourned at 9:47 a.m.

Respectfully submitted,
Katie Olson
GFRAA Administrative Assistant

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS MEETING**

February 22, 2024

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, January 25, 2024, presided by Chair Simonson. The Member present was Cynthia Pic. Members present via zoom were Rick Meland, Steve Kuhlman, and Kyle Kvamme. Also present were Mead & Hunt's Steve Synhorst and Josh Brelje, Airport Attorney Tim Dittus, Jeff Ohman, AvFlight, and Kyle Black, GFK Flight Support. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:00 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chair Simonson asked for a motion to approve the minutes from January 25, 2024, as written. A motion was made by Pic to approve the minutes from January 25, 2024, as written. The motion was seconded by Kvamme to approve the minutes from January 25, as written.

Action Taken: Motion carried unanimously.

- b) Chair Simonson asked for a motion to approve the minutes for the Special Board Meeting on February 16, 2024, as written. A motion was made by Kvamme to approve the minutes for the Special Board Meeting on February 16, 2024, as written. The motion was seconded by Pic to approve the minutes for the Special Board Meeting on February 16, 2024, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Martin reviewed January 2024 monthly revenue vs. budget and commissions. This month enplanements were lower than hoped. We are showing a net loss of a little over \$82,000 for the month. ARPA dollars will be disbursed quarterly this year. We are under budget for expenses. Commissions are starting off good for the year. Fuel Flowage was impacted by weather, mostly the fog we have had. Cost per enplanement has been added to the financial report for each month.

2. Director Report

- a) Riesinger turned it over to Joey Castiglione, Director of Operations and Maintenance and Cason Dunker, Supervisor of ARFF Operations. Joey and Cason

- had just returned from Dallas, TX where they attended a Foam Test Demo at the Firefighting Research Center. For those of you who are not aware of the legacy foam and the environmental concerns it has, this demo was to show how the new foam works and its effectiveness. The FAA approved chlorine free foam. It was a very hands-on training approach on how the new foam is used. The new foam requires reapplications vs the legacy foam. Very good educational opportunity. The industry trend is moving to chlorine free foam.
- b) Riesinger updated on the Mayor's Air Service Expansion Committee. The City has put out a request for an Air Service Consultant and the deadline for submissions is March 15th. They are scheduling interviews for the week of April 8th. The City would like to utilize the Air Service Consultant to apply for the Small Community Air Service Development Grant. We are continuing to work with Mead & Hunt as an Air Service Consultant. The committee has no additional meeting dates set yet and is looking forward to doing interviews with consultants as soon as possible.
 - c) Riesinger updated that he will be attending the Mead & Hunt Air Service Conference next week. He finds this to be the best Air Service Conference, first off because Mead & Hunt does an excellent pulling the airlines together and it's a smaller conference and you have more time. At this conference, smaller non-hub airports like GFK have more time to talk to airlines. He and Ron McNeil can have one on one discussion with airlines. He and Ron will be doing formal presentations to the airlines there. Riesinger will report back about this conference next month.
 - d) Riesinger reported the reauthorization of the FAA – we are most likely to have a short-term extension again.
 - e) Riesinger reported that Jeremy Roesler is the new Director of flight operations at UND Aerospace and has replaced Dick Schultz. Dick Schultz had been there since 1999. Jeremy has been with UND since 1999 and was Chief Flight Instructor for over 17 years. We know Jeremy well and have a great working relationship with him.
 - f) Some interesting stats, currently UND Aerospace has over 1500 current flight students, 250 flight instructors, which after they have 1100 hours they move to airlines and UND's turnover was at 96% in 2023 and 102% in 2022. We don't see that changing anytime soon with flight instructors. Regional Airlines are offering 1st officers \$90,000 a year plus sign-on bonuses, whereas 10 years ago a 1st officer was making \$35,000 a year. UND Construction - Crookston Construction project is near completion and in October they finished the parking lot, and they continue fund raising for the new Flight Operations Center.
 - g) Riesinger reported on the Air Traffic Control Tower Design meeting. The meeting was held on February 6th. They are at 70% design review plans. Civil Site review meeting for the FAA will happen later today. FAA plans to bid the new tower in June of 2024, and start construction early in 2025.
 - h) Riesinger updated that we will be moving forward with the public hearing and have been working with the Grand Forks Herald to get this properly noticed per the requirements. The public hearing is scheduled for March 8th at 8 am in the Terminal Board Room.

3. Chairmans Report- no report at this time.

C. New Business

1. Mead & Hunt Task Order #16 – Amendment #1 - Aeronautical Survey and Approach Coordination

It has been determined that an airspace analysis should be completed for helicopter operations at the 12 existing helipads as part of the overall Aeronautical Survey and Approach Coordination Task Order.

Attached is Task Order #16 – Amendment #1 and a detailed Scope of Services for Mead & Hunt and their sub-consultants to complete the following additional work for each of the 12 helipads:

- Project Administration and Management
- Design Aeronautical Obstruction Survey
- FAA Project Closeout Report

The total cost of these additional services is \$15,500.00 and is eligible for 90% Federal (a portion of 2023 BIL funding), and 5% State funding.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Mead & Hunt Task Order #16 – Amendment #1 in the amount of \$15,500.00 for an Aeronautical Survey and Approach Coordination for the 12 existing helipads, and authorize the Executive Director to execute the required documents, including all FAA grant documentation.

A motion was made by Kuhlman to approve Mead & Hunt Task Order #16 – Amendment #1 in the amount of \$15,500.00 for an Aeronautical Survey and Approach Coordination for the 12 existing helipads, and authorize the Executive Director to execute the required documents, including all FAA grant documentation. The motion was seconded by Pic to approve Mead & Hunt Task Order #16 – Amendment #1 in the amount of \$15,500.00 for an Aeronautical Survey and Approach Coordination for the 12 existing helipads, and authorize the Executive Director to execute the required documents, including all FAA grant documentation.

Action Taken: Motion carried unanimously.

2. Executive Director Performance Review Committee

The Executive Director Performance Evaluation procedure implemented previously is as follows:

1. Appoint a committee consisting of the Chair and Vice-Chair of the Board of Commissioners to conduct the annual review and evaluation of the Executive Director’s performance and delegate to the committee the authority to determine the appropriate performance-based adjustment to the Executive Director’s annual salary, within the adopted budgetary parameters.
2. Executive Director Performance Evaluation Questionnaires are distributed to all Airport Authority Board Commissioners.

3. Each Commissioner completes an Executive Director Performance Evaluation Questionnaire, without consultation or discussion with any other Commissioner, and returns it to the Chair.
4. In an open meeting, or series of open meetings, the committee then reviews the Commissioners' individual responses to the Executive Director Performance Evaluation Questionnaire, prepares a written draft summary of its evaluation findings, provides the Executive Director with the draft summary of its evaluation findings, meets personally with the Executive Director to discuss the contents of the draft summary of its evaluation findings, makes any necessary changes to the draft summary and finalizes its written summary of its evaluation findings and determines the appropriate performance-based adjustment to the Executive Director's annual salary, within the adopted budgetary parameters. (Supporting salary and budget information can be obtained from the Director of Finance and Administration)

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion appointing a committee consisting of the Chair and Vice-Chair of the Board of Commissioners to conduct the annual review and evaluation of the Executive Director's performance in conformity with the procedure outlined in this Memo, and delegating to the committee the authority to determine the appropriate performance-based adjustment to the Executive Director's annual salary, within the adopted budgetary parameters.

A motion was made by Meland to appoint a committee consisting of the Chair and Vice-Chair of the Board of Commissioners to conduct the annual review and evaluation of the Executive Director's performance in conformity with the procedure outlined in this Memo, and delegating to the committee the authority to determine the appropriate performance-based adjustment to the Executive Director's annual salary, within the adopted budgetary parameters. The motion was seconded by Kvamme to appoint a committee consisting of the Chair and Vice-Chair of the Board of Commissioners to conduct the annual review and evaluation of the Executive Director's performance in conformity with the procedure outlined in this Memo, and delegating to the committee the authority to determine the appropriate performance-based adjustment to the Executive Director's annual salary, within the adopted budgetary parameters.

Action Taken: Motion carried unanimously.

The meeting adjourned at 8:30 a.m.

Respectfully submitted,
Katie Olson
GFRAA Administrative Assistant

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS MEETING**

March 8, 2024

Public Hearing

The Grand Forks Regional Airport Authority Board of Commissioners met in the Board Room of the Byron L. Dorgan Terminal on Friday, March 8, 2024, presided by Chair Simonson. The Members present were Tim Mutchler, Karl Bollingberg, and Steve Kuhlman. Members present via Zoom were Rick Meland, Cynthia Pic, and Kyle Kvamme. Also present were Mead & Hunt's Jon Scraper and Tom Schauer (via Zoom), and Airport Attorney Tim Dittus and Matt Paulson. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:00 a.m.

Attendance Roster:

In Person-

Ernest Anderson GFK On-Call

Jeff Vatnsdal GFK On-Call

Jeff Ohman GFK Wings/ AvFlight

Kyle Black GFK Flight Support

Chad Everson Valley Aircraft Services

Nick Smith GFK Flight Support/VAS

Sam Wiseman GFK Flight Support/VAS

Via Zoom-

Harlan Jensen GFK On-Call

Joe Meszaros VP AvFlight

Chair Simonson - Good morning everybody and thank you for joining us this morning. We do have a quorum. The first order of new business is the public hearing to receive written or oral comments concerning the potential amendment of minimum standard 2.04b related to single service operators performing airframe and power plant repair, aircraft maintenance and repair. At this time, it would be appropriate to elect a moderator for today's meeting. Do we have a motion to elect a moderator?

Commissioner Kuhlman - I would like to make the motion for Chair Simonson as the moderator.

Chair Simonson - Ok we have a motion, is there a second?

Commissioner Bollingberg - I'll second.

Chair Simonson - Thank you. Any further discussion? All in favor

Board - aye.

Chair Simonson - And opposed? Motion carries. Thank you. I'm going to just read the procedure real briefly here. And then I think we're going to start with the public comment in person first and we can carry on with the zoom. We do have the sign in sheet here, that's what I think we're going to use. Do you know where that is? Krista do you still have that? Please note in the procedure step number 3 states the following; each speaker having being recognized by the moderator of a public hearing shall approach the podium and identify himself/herself. The speaker shall have five minutes to comment. Speakers shall limit themselves to comments directly related to the matter before the authority. Speakers shall direct comments only to commissioners at the discretion of the moderator. Speakers may use their allotted time to ask questions of the commissioners or authority staff regarding that matter before the authority. The time taken by commissioners or authority staff to answer questions shall count towards the speakers allotted time. After all speakers have been heard, a second round of comments also limited to five minutes per speaker shall be allowed. Subsequent rounds of comments may be allowed at the discretion of the moderator. The moderator shall announce closure of the public hearing. With that being said, are there any questions? Alright hearing none. Mr. Anderson, would you like to go first, your name is at the top of the list.

Up first and in order of the attendance roster:

Ernest Anderson - At the outset, I want to leave with you, we'll have written comments on what we're going to discuss orally and here's just some extra copies of both of those if you wish. Okay, appreciate it. How does this sound?

Ryan Riesinger - Okay, everyone hear on the Zoom okay?

Zoom response - yeah

Ryan Riesinger - Okay, very good.

Ernest Anderson - Great, well, I appreciate the airport authority, initiating this effort to amend the single service operator minimum standards, I think is timely and I think they were due and I think for the most part did start off doing a pretty good job. In fact, it does start very well. It starts airframe power plant repair and it includes a term aircraft maintenance and repair. However, getting into the body of it, under personnel, hours of operations, response time, equipment, the maintenance term is dropped. It's omitted and not used. I think it's a necessary term that should be added in to all those paragraphs also. The term maintenance is, is well defined and we're, we're stuck with it because the FAA gave it to us. All the mechanics at the airport must comply with it. According to the FAA maintenance means inspection overhaul, repair, preservation and replacement of parts, but excludes preventive maintenance which is not an issue here. But maintenance is pretty broad: inspection, overhaul, repair, preservation, and replacement of parts are all under that, under that term. And if the body of it drops the term maintenance and just sticks with the term repair, we're losing an awful lot of potential. If we use repair in just one subsection of maintenance, when the 121 air carrier lands at Grand Forks they expect maintenance, not just repair / limited repair. So what we're proposing on behalf of GFK-On call is that the term maintenance be added to all four of those provisions. To make sure there is no confusion. There is no limitations artificially drafted into the minimum standards. Probably an oversight, I'm not sure, but I think the term maintenance, you want to use term maintenance and repair? That's fine. But the term maintenance must be included in all of them and again ensures the health when the airplane lands at GFK when they make

the call, they expect our mechanic show up willing and able to perform maintenance not just one aspect of Maintenance/Repair. Our letter identifies where and when that that should be added but it should be added to all those sub paragraphs under the minimum standards proposed. That will do it for myself. This time around anyway. Thank you for your time and effort.

Moderator Simonson - Mr. Vatnsdal, you are next on the list.

Jeff Vatnsdal - Good morning all. Thanks for setting up this meeting and working on these terms. What I would like to discuss a little bit is the word "limited". They're doing limited aircraft or Part 121. There is no definition for it at all as to what it means. 121 is 121. There's no specific limited area of Part 121. So, I believe on behalf of all the mechanics and everybody involved in it, it just should be labeled as "Part 121 A & P Maintenance service". I don't know if the board had a reasoning for the limited or a definition of it. Unknown I guess but this time that's what I want to bring up. Thank you. Also would like to talk about paragraph four - Equipment. The paragraph for that got to be quite lengthy. I'm not for sure why it was done that way. In the old minimum standards, it was three lines. Now it's about 20 lines. And a lot of it is just repeat a lot of things. And part of it was the airport is trying to somewhat dictate that, we have to have certain things, and that will be up to the airline carrier to decide that, what we need to stock for parts or whatever, because they're quite quality control on that stuff. And you know, when we did our audit for SkyWest, they're very thorough on that. And they go through that with you, you know, step by step, line by line, as far as tooling and all that stuff. So, and, we kind of, put together a paragraph and stuff like that to try and help everybody out on that, to try and get more all of our stuff is kind of based more on aviation, as a rule to follow the FAR's and stuff like that. Just so everybody can be on the same page. Thanks for understanding. Thanks.

Moderator Simonson - Jeff Ohman you are next.

Jeff Ohman - To the Board and Director Riesinger, thanks for letting me talk today. I have prepared a letter make things a little more clear. Today, most of you know me as General Manager for AvFlight, but today I'm actually going to speak for GFK Wings, which is the flight instruction and aircraft rental business that is operated under the AvFlight umbrella. AvFlight will be spoken about later by part of the management team, For those of you who don't know, this started about eight years ago. And within that we also have a lot of minimum standards, requirements of aircraft and that. And we've been able to grow that, and do a very good job of having, you know, up to 2000 hours a year and aircraft moving ahead with, you know, making that a viable business. There's been a lot of investment, not only money wise for airplanes, but risk wise for guaranteed hours on planes and contracts. There has been a lot of unmeasurable personal time, personal things to run two businesses at once. So the amount of investment that I have in this business is, is very crucial. I'm up here to oppose a change, because I could see that this would set a precedent or pour hole to other opportunities for people to section off things within the minimum standards. Next door we have several 100 CFI's, many of them with means to start aircraft flight schools, aircraft rental. With the arguments that I've heard in this, this change, it would be that some of these things are not needed in this day and age. We don't need an office, we don't need a, you know, a phone, or something like that, and with our business I feel that is next thing that would start coming down the line when you set this precedence.

Jeff Vatsdahl - Excuse me, but the topic today is (inaudible).

Moderator Simonson - Mr. Vatnsdal, it is Mr. Ohman's turn.

Jeff Ohman - if I'm getting out of line here, just please, okay, and that's, that's why you know, in that the opposition is just for not releasing these minimum standards that are so important to keep us quality,

security, safety within the organization that we do have. The other piece of it that I'd like to bring up is, another part of that opposition is, that maintenance is a very, very important part of me. With over 2000 hours, I need 40 oil changes, I need 20 annual inspections, and if we start decreasing the ability for our maintenance operations to make money or or do that on an unlevel ground, and that's maintenance as a whole. I can see the maintenance quality at this airport go down which would cost me money, which would cost the quality of the service I provide. And I think it would be a big decrease to the airport and to the, the businesses and entities that use that maintenance on it myself. I'd like to thank you for my time.

Moderator Simonson - Thank you. Mr. Black, you are up next.

Kyle Black - I'd like to start out by thanking the ladies and gentlemen of the board and the executive director on the airport council for all the hard work and time and effort that you guys have put into considering this amendment for the minimum standards so far. My name is Kyle Black. I'm the proud owner of GFK Flight Support, the primary charter operator on the field here in Grand Forks. We provide charter flights for the general public and manage the private aviation assets of most companies based here in Grand Forks. Our company partnered with Altru Health System in 2019 to start Altru Care Flight. We've been providing lifesaving air ambulance services here in the Grand Forks Airport for the last five years, while protecting our community from the problem of egregious billing that was prevalent with our competitor before. I also own and operate an air ambulance company in Sydney, Montana called City Health Center and Careflight and also the proud owner of the newest FBO in the state of North Dakota, at the newest commercial airport in state in North Dakota, with the newest minimum standards issued in the state of North Dakota, and that's in Williston, North Dakota. I understand first-hand the important role that minimum standards play in providing a level playing field for businesses on the field. I understand their important role in ensuring continued investments into airports by businesses. GFK Flight Support began operations in 1994, just one year prior to the existing minimum standards having been issued in 1995. I purchased the company from the previous owner in 2015. Just about nine years ago today. In the last nine years, I've seen tremendous growth within general aviation in the Grand Forks Airport. It's been phenomenal to be a part of GFK Flight Support. When I purchased the company we had just two airplanes available on charter and management. Today we've got 11 aircraft available on management, seven of which are on our charter certificate providing services to the Grand Forks community. We offer aircraft from Cirrus SR22 to Pilatus PC-12 to Premier Jets, to the community for charter services, as well as multiple airplanes for medevac operations. In short time, I should say, we just heard from Jeff Ohman. Jeff represents GFK Wings and in that same nine year period, Jeff Ohman has grown the aircraft rental and flight training business from just one 172, to a 172, two G-1,000 Archers, a multi engine aircraft, as well as, as he was personally responsible for standing up the Cirrus SR20 for instruction for the Cirrus factory here on the field. He employs almost a dozen instructors and is capable of teaching just about every aircraft certificate and rating for fixed wing aircraft that the FAA offers. So we've seen a tremendous amount of growth from this charter side, we've seen growth from the aircraft rental side. And that same nine year period this airport has seen almost no growth regarding maintenance operations. We've seen no additional services offered. We've had no additional employees hired. And that's because our historical maintenance operations lacked the motivation and the vision to move the needle for this airport in any meaningful way. Just three months ago, you were asked to consider the operating permit for Valley Aircraft Services. In just a moment, you'll likely hear from the owner of that business, Chad. Chad chose to move a successful business to Grand Forks Airport because he understands the opportunity for success that Grand Forks offers. He has a vision that will take the maintenance operations in Grand Forks to the next level. Chad will be to maintenance at GFK what I was to charter at GFK, what Jeff Ohman is to aircraft rental and flight training in GFK. We've lacked that for nine years and Chad's leadership will take us to the next level. Chad's operation also stepped up to provide the airlines with call out services

within two weeks of the previous operation having pulled out with no notice. He already employs four mechanics which is twice the number of mechanics of the previous operation. I believe that you'll have the opportunity to hear from at least one of those mechanics today. That mechanic already provides high quality on call service to the airlines at this airport. But Chad wants to do more for this community than just provide airline call out services. He plans to bring in a Part 145 repair station certificate to this airport for the first time ever. For those you that are unfamiliar, 145 repair station brings additional services to the airport such as being able to work on avionics, propellers, and do aircraft paint. A big one being aircraft to pitot static inspections. For example, every aircraft that flies in instrument conditions requires pitot static inspections, as the airport has never had the ability to do pitot static inspections and it's important for those of us who operate aircraft for a business. Chad also wants to open up a Cirrus Service Center at the airport in order to provide maintenance on Cirrus aircraft. We've got five Cirrus's based in Grand Forks, all of which have to take their aircraft to other airports to achieve those services. I personally have to take three of my Cirrus's to Bemidji, to Bismarck, to Fargo, in order to get the services, the maintenance services that we require to maintain those assets, and operate those assets in accordance with the regulations. Chad has the vision, the motivation, the knowledge, to take the maintenance services at this airport to the next level. However, that type of growth isn't possible if we create an unfair playing field. It's not possible if we carve out certain maintenance services to allow individual service providers to undermine the existence at this airport. While it's within the rights of the airport to consider amendments to the minimum standards we need from time to time, I believe that approving this amendment will greatly undermine the success this airport has seen, and will erode the confidence in current future operators might have when choosing to invest in Grand Forks. Am I beyond five minutes?

Moderator Simonson - Yeah, yeah, yeah that's what Joey was trying to tell us.

Kyle Black - Oh no, I didn't hear that. I would just urge the airport director to make the recommendation to the airport board to not amend the minimum standards and I'd like to respectfully ask that the airport board strongly consider that recommendation.

Moderator Simonson - I thought there was a timer going off?

Ryan Riesinger - No, he's just letting us know.

Moderator Simonson - Sorry about the confusion there.

Commissioner Kuhlman - Do you want to set an alarm on your phone? So there's noise so we can all hear it. That'd be great.

Ryan Riesinger - And I think when we get to five minutes, if those that are speaking can just finish their sentence, finish their thought, and then close. There will be, as Chair Simonson mentioned, there will be an opportunity for another round.

Moderator Simonson - Alright, Mr. Everson.

Chad Everson - Don't worry, I'll be under 5 minutes. My name is Chad Everson, I started Valley Aircraft Services 10 years ago. Last November, I was made aware of the fact that there was no one providing maintenance at the Grand Forks Airport. We were paired with many of you to partner with AvFlight to come in and provide these services under the minimum standards. First thing, my main goal in this was to provide maintenance for Grand Forks Airport that's similar to other cities of its size. Since beginning we've been very busy. We've provided multiple annual inspections providing maintenance for Learjet, Twin Otter, R66, Citation X, and have maintenance scheduled out over the next couple of months. We've had numerous airline call outs for which we provide four mechanics, all living within 20 minutes of the

airport, so there are mechanics on the field not only five days a week as required, but most of the time seven days a week, 10 to 12 hours a day. As Kyle mentioned, in the future, we looked at the part 145 repair station and the Cirrus Service Center. As I believe, this is more comparable to what you would expect from an airport of this size. And as I said, three and a half months ago, I went through the minimum standards process and made my business plan and investments of time and money under the assumption that the standards would provide me a level playing field. If the standards are now changed and I'm forced to compete with people, with companies that have zero expenses while still required by these minimum standards to provide the services. I'll have to reassess my business plan to see if it's feasible for my company to continue to provide the services at the Grand Forks Airport. I believe a change like this would be the start of many battles at the Grand Forks Airport, to become basically an unsupervised airport. Thank you guys.

Moderator Simonson - Next on the list is Mr. Smith.

Nick Smith - Okay, my name is Nick Smith, I am the director of maintenance for Mr. Kyle Black at GFK Flight Support. I'm an A & P mechanic, I briefly worked at UND for a little bit and then worked at Guardian for about five years and then opportunity opened up to work for Kyle and so I've been doing that. And you know, since Chad has come to the field here, on the weekends, I've been able to expand my knowledge working on smaller GA airplanes, and it's just been, it's been really great. I've been really excited with kind of the growth of the maintenance happening here and I've been able to be a little bit more involved in that and, and do some call outs. I live right in town here and do some call outs for the big airplanes that come in here and I've really enjoyed that. And I hope to just kind of keep that going. That's really all I got to say.

Moderator Simonson - Next up and last on the in-person attendance roster is Mr. Wiseman.

Sam Wiseman - Good morning everybody, this will be brief. I'm Sam Wiseman. I'm a mechanic here. I work for both GFK Flight Support and Valley Aircraft Services. We are available 365 days a year 24 hours a day being on call. We are either here or nearby. And I'm just here to say that I oppose these changes. Being part of this airport for the last 17 years the improvements that have come with Chad and his company, they were desperately needed, and this, this airport has the potential to be a mecca for general aviation with UND and everything going on. And I think that these would just these changes would undermine his business, his plan and his ability to be successful here. Thank you.

Moderator Simonson - Alright. We are gonna switch to the Zoom attendance. Maybe just take it right off in the same order that I've got here.

Moderator Simonson - Sure. So why don't we take the one that is up there vertically?

Ryan Riesinger - So the 701-795-6981 is actually the number that we're dialing in on so the first one on the list would be Harlan Jensen.

Moderator Simonson - All right, Mr. Jensen. You can begin your comment period. Whenever you're ready.

Harlan Jensen - I, you know, my name is Harlan Jensen. I'm one of the partners for GFK On-Call. And we're trying to start a business that deals strictly with Part 121 air carriers. Ernie and Jeff covered, you know, some of the concerns we have with the way the thing is written and we think it can be cleared up by using the maintenance term. And by getting rid of the limited term, and then cleaning up the equipment section. So it's much more realistic as to what we need to do. I was part of AvFlight for six years, and I worked over at UND for 12 years on the airport there. And I'm a little surprised by some of the comments of the mechanics because that wasn't what I was hearing when I worked there. But I will leave it at that

now. Now I think we should change make minor changes to what you presented and pass the adjustments to the minimum standards. Thank you.

Moderator Simonson - Thank you, Next would be Mr. Joe Meszaros.

Joe Meszaros - Good morning, I'm the Vice President of AvFlight Corporation representing the FBO on the field since 2015. First, thank you, Executive Director and commissioners for the opportunity to speak. AvFlight is not in support of an amendment to the current minimum standards that lower the requirements for airframe and powerplant repair service. Specifically as it pertains to reducing requirements for land, building, personnel, hours of operation, and equipment. Current and future aeronautical service providers initial and ongoing investments are dependent on minimum standards. It is understood that airport sponsors can update them from time to time, with the understanding and expectation that they should enforce them fairly and evenly and should not change them in such a way that unduly benefits an individual service provider. AvFlight is not opposed to competition, only unfair minimum standards that puts already made and future investments at an unfair advantage. Amending the minimum standards to either on-call service providers from, you know, separating that service from General Aviation Services, which, in our opinion, is going to affect the overall quality and services provided to both sectors, both on the GA side and commercial side. Airports comparable in size to Grand Forks, have similar minimum standards, requirements governing aircraft maintenance, where general and commercial maintenance are not separate services, but are requirements together. It is not uncommon for large hub airports, however, to separate these services as a volume of commercial aircraft demands and economics, and support them both independently. In the best interest of the airport, its users and the community, the substantial investment and commitment is made at small to medium sized airports in order to provide quality maintenance services, hangars and facilities parts inventory, tooling and labor, commercial on-call services are an additional line of revenue that brick and mortar service providers really count on. So lowering the minimum standards in regards to the land and building requirements to the extent of entirely removing them would be unfavorable to the development of the airport, and its aeronautical services. So this could indefinitely allow for an operator to provide core aeronautical services without an airport presence. So long term airport planning, airport master plans, and airport layout plans will be impeded by the lost opportunity to take advantage of the benefit of lease expirations and or renewal negotiations, which are most times the basis for an enhancement of airport services, facilities, and or other further investments made into the airport. It also reduces the effectiveness of potential RFPs in the future for those developing services. Minimum standards that do not require land lease, and a building requirement, further allow for financial proceeds to leave the airport. Now this is an unfair advantage to current operators who ensure their investments included meeting the requirements for land and building leases. So the current hangar and office facilities have been essential in providing quality services to Grand Forks, commercial operators, and to the flying public. During normal business hours, maintenance response times average 20 minutes or less, which is the result is the current minimum standards. Maintenance equipment, including vehicles and tooling already reside within the security of the airport, which do not require any additional time to be screened by airport operations prior to entering the AOA, further allowing for safe, efficient, and quality maintenance services and on airport office and hangar allow for professional place of business, and commercial airline representatives, to come into for audits, training, record storage, and to review, and a place for employee training and development for growth. Hangars are essential for the safe, adequate storage of airline inventory parts, such as tires and lubricants, in addition to the essential tooling such as jacks, oxygen, nitrogen, equipment, etc. It's also a place to ship.

Moderator Simonson - That's the five minutes for you. Yep, that's five minutes if you could finish up, please.

Joe Meszaros - Yep. So our position is a, ... the current minimum standards are strongly in compliance with Grant Assurance 22 and we feel that a change in minimum standards is not appropriate. Thank you.

Moderator Simonson - Thank you. Mr. Scaper, Do you have any comment?

Jon Scaper - No comment.

Moderator Simonson - Thank you.

Ryan Riesinger - Mr. Jensen and Mr. Meszaros will be the only ones that want to provide comments, but just a, is there anyone else on the Zoom that would like to provide comment?

-No response

Moderator Simonson - Alright, how about in person? Is there anybody else in person that would like to provide comment for the first round?

Moderator Simonson - Okay, hearing none, that would conclude our first round. I think at this time we will commence the second round in the same order that we initially had. So we'll start in person with Mr. Anderson, if you're available? Do you have any more comments?

Ernest Anderson - No, thank you.

Moderator Simonson - Okay, thank you.

Ernest Anderson - I'm satisfied with what we presented.

Moderator Simonson - Mr. Vatnsdal.

Jeff Vatnsdal - I was under the assumption that today's meeting was supposed to more for a group not just single people but I guess I misunderstood that. I worked for Northwest Airlines too for like 5 years. I've worked for numerous FBO's. I worked for GFK Flight Support when Brent had the place and it was very well run. He was a very good aviation guy. Things changed, he sold the business, and aviation kind of really took a droop at the Grand Forks Airport. The FBO now wasn't into doing maintenance much, their business was selling fuel, which is fine. And Chad has come here which has been a great deal for the Grand Forks Airport. It has. He's wanting to grow the aviation maintenance business here and that's a great plus for everybody in this room. And I don't want to work with GA aircraft. All we want to do is part 121. We've had many years experience. And as far as the tooling, we have all the tooling we need. We have, we've done the audits for the airlines and we've gotten approved, and with the minimum standards the way they are today, it's just they're so outdated. They need to be, there's some mobile maintenance companies coming in here all the time. And it's allowed. And we want to start on mobile maintenance here. And that would be all we would do. And that's what the airlines want to see. Because we're devoting 100% of our time to the airline. Not to general aviation, not to aircraft rental, not to selling fuel. So we're just going to do one thing, and that's give Grand Forks Airport maintenance on large aircraft, Part 121. Thank you.

Moderator Simonson - Thank you. Mr. Ohman, would you like to speak again?

Jeff Ohman - Thank you for letting me be heard. In the side of the AvFlight, I've been at this airport 20 years, working through Flight Support when they were the FBO, and now have AvFlight as the FBO. I've

watched things grow and I have watched things decline. I've looked at financials every month. The airport itself needs viable businesses and they need to do, for an airport this size, they need to have people who can do multiple things to be viable. It, you know, AvFlight does many many different operations here. If we were dependent on one operation, it would not be viable. And I believe that, that, for maintenance to survive and maintenance to thrive on this airport, you would need to keep the minimum standards maintenance to maintenance unless there is a need to not do so. I think they need that to survive, they need that for quality. They need that to make the airport a better operation. Thank you.

Moderator Simonson - Thank you. Mr. Black.

Kyle Black – I'll finish what I started. That's be long winded for those of you that know me. I spent three hours the other day talking about aviation here. While it's within the rights of the airport board to consider amendments the minimum standards as needed from time to time, I believe that approving an amendment would greatly undermine the success that the airport has seen over the last nine years and the growth that we've seen. I think it would continue to erode the confidence that the current and future operators might have and choosing whether to invest in Grand Forks for businesses such as Chad's operation, for example, where that, that added business line, that airline call out revenue, is essential to the success, the financial success of his investment here. He's spent additional, additional money by choosing to move his business here. He had the option to move to Grafton, North Dakota and take all of his clients with him and they offered him free hangar, free airport, no commission fee, all that, and we were able to convince him to move his business here, in which he was required to pay airport commission, and which is required to have a hangar lease, he's required to have Office lease, in order to provide those services to the field. If we tell everybody, that's okay, you can come to Grand Forks and we'll carve out this little niche of whatever service you want to provide, then we're undermining the value that somebody like Chad and his operation brings to this community. We don't want to set the precedence that if you want to do business on this field, we're willing to set aside the existing minimum standards, carve out a niche so that you can find your own little profitable section and do the part that's only convenient for you to have to do. We have minimum standards to ensure a high level of service and I think that the minimum standards exist right now, they haven't been changed, but they haven't needed to be changed, and while it's your guys's right to assume, and to look at changes, you know, I would say the, the proposed amendment to the minimum standards, it's important to note that it requires no investments in this airport, no long term buy in to the airport environment. I've heard it stated that it simply requires a pen and a vehicle. And I don't think that that's the business model that we want to be supporting. My interest is to see this airport continue to grow and thrive. There are great operators on the field who currently meet and exceed the minimum standards as they're written today. There's currently a high level of service being offered to the airlines for on call operations by an airport approved operator who has spent considerable time and financial resources investing in our community recently. As I mentioned, I'd like to urge our airport director to make the recommendation to the airport board to deny the amendment altogether and I'd like the board to consider that recommendation and leave the minimum standards as they are or revisit this again in the future should the needs of the airport require it. Thank you again for your time today. Appreciate the commitment that you guys have all made to sit on the board. I know especially recently it's taken quite a time commitment from you guys. But I know you guys take it seriously. I know Ryan takes it seriously. I've had the chance to speak with him. I really appreciate the effort that you guys have put into seriously considering this amendment. Thank you.

Moderator Simonson - Mr. Everson.

Chad Everson - pass

Moderator Simonson - Mr. Smith.

Nick Smith - pass

Moderator Simonson- Mr. Wiseman.

Sam Wiseman - pass

Moderator Simonson - Mr. Jensen via zoom?, you'd like to speak again?

Harlan Jensen - No, thank you.

Moderator Simonson - Mr. Meszaros.

Joe Meszaros - Yes, thank you. Yes, AvFlight as an FBO, you know, we certainly do much, much more than selling fuel. Selling fuel, in order to sell fuel you need to provide a lot more services to the to the airport and to the community. Our business model is not selling fuel, but, but how we complement an airport, and the airport and communities initiatives. At AvFlight, we are a big part of complementing other operators supporting flight school and charter operations in, you know, as partners. You know, if somebody can do it that much better, we're going to support them, we're going to provide them, whether it's infrastructure support, in other services to complement them. But AvFlight also does directly ground handling, we do de-icing, we do hangar management. Day to day we facilitate transient business through concierge, setting up hotel reservations and rental cars. We are representing a significant gateway for and to the community. We also provide snow removal and quite a bit of our staff security services as well. We operate a number of ad hoc charters that that come and go. In the way I look at, you know our business with maintenance and all of those things, it all is relevant to supporting our business. And there's a lot of things we do that don't have a direct recovery in terms of a fee. Right? So all these things do contribute to making a successful business. And, you know, we invest millions into the facilities and equipment and providing great services and developing partnerships out on the airfield and within the community to enhance those services. Thank you.

Moderator Simonson - Thank you. At this time that concludes our second round. Is there time to entertain a third round?

Ryan Riesinger - I guess we could open it up if anybody has any further comment of any of the ones that have already provided comment in the second round?

Moderator Simonson - We'll probably commerce third and final round here for the room. Mr. Anderson. Would you like to speak again?

Ernest Anderson - No. Thank you.

Moderator Simonson - Mr. Vatsdal

Jeff Vatsdal - Sure, I'll speak. So I've heard some comments here this morning about these investments that companies have made and stuff. AvFlight is really the only one that's made this big investment here at the airport. The other providers that have talked, they're all underneath the AvFlight umbrella. So they have not put out this huge investment. So when they say in their investing, I don't know what they're really investing, any more than what we would be doing. We will pay commission, fine, any day. And if we were to do with the airlines, you would see more commission from us than you've ever seen, because at times, some of that airline work has never got to you guys as far as they want to talk about commissions and stuff. And AvFlight has spoke and as far as I know, they don't even have maintenance

anymore. They've have a guy under the umbrella that's doing it for the airport. So I'm not for sure what they're even talking about maintenance. That's what I have to say. And I strongly urge the amended minimum standards go forward to keep a level playing field at the Grand Forks International Airport.

Moderator Simonson - Thank you, Mr. Ohman. Would you like to speak again?

Jeff Ohman - No

Moderator Simonson - Mr. Black

Kyle Black - I just like to take on a minute or two to speak about that investment that was just referred to. Airport operators invest heavily in this community. We invest in long term hangar leases, myself, Chad and other operators in the field. We invest in office leases, I've got substantial office space that I invest for and pay for every single month on the field here. I personally have invested 10s of 1000s of dollars in tools and equipment to maintain and stand up and maintain my assets so that they're available 24/7 to the general public so that they can provide lifesaving air ambulance services and and that's been a great expense. We continue to invest in lifts and gantries and a lot of specific tooling and Cirrus specific tooling, so that we can provide a service to the field here. I invest in personnel. I invest a lot of money in people and I pay them top dollar and they do top work for me because of that. There are people, they're everyday people who have wives and husbands, who have children who depend on these jobs here. People that work for Chad, people that work for myself, people that work for AvFlight. There are people who are already doing the job that these guys propose to do today. They're already doing it today, and they're already working for approved airport operators who do have substantial investments. I invest in training for my employees, I send them to training that cost 10s of 1000s of dollars per employee every single year. We send our mechanics, the two mechanics I have full time on staff who have gone to Pilatus certified training so they can work specifically on aircraft based here. We literally spend 10s of 1000s of dollars on on these investments every single year. And the proposed minimum standards would have a business, give them a line of revenue that's detrimental to the success of existing businesses and would give that to them with as they stated no more investment than, than this right here, than their pen. They said that in one of the board meetings. They don't need hangar. They don't need office space. They don't need all of this. All this investment that we've made as brick and mortar operators is that all we need is a pen and a vehicle and a cell phone. Well we've got pens, lots of pens on the airport, got lots of cell phones, and we've got airport vehicles. We are perfectly capable of providing high level of service to the airport. We've proven that we've been able to provide a high level of service to these on call Part 121 air carriers that are coming in here. I don't see a need to change the minimum standards at this time.

Moderator Simonson - Thank you, I think, I don't know, if anybody on the list spoke in the second round so we can totally skip to Mr. Jensen who did speak.

Ryan Riesinger - He actually passed.

Moderator Simonson - If Mr. Meszaros would you like to speak the third and final time?

Joe Meszaros - No, I'm okay, thank you.

Moderator Simonson - Alright. Well, that concludes the in person and oral comment period.

Ryan Riesinger - If I can just provide kind of where we're going. Appreciate everyone's comments today. This entire hearing has been recorded. We will produce word for word minutes and the recording will also be available, if anyone wants to hear that. So we will be as I mentioned producing word for word minutes those will be disseminated to our board. The next steps, we have a regularly scheduled board meeting on

Thursday, March 28. In compliance with our procedure for this type of amendment, we noticed and posted this public hearing on Monday, February 26. Our procedure calls for at least 30 days from the time of the posting for the board to make a final determination and given the calendar and the date it was posted, the board would be able, if they elected, to make a final determination at our next board meeting on March 28. So I will be coordinating with Chair Simonson on the steps to proceed if we believe that it's appropriate to have it on the agenda for the March 28 meeting. And a further information then would be coming out in the board packet at that time. But I will say that at least the word for word minutes as best we can put them on paper from the recording will be disseminated as soon as possible after they are produced, we won't be waiting for the board packet. If anybody else would like to have those word for word minutes, you can certainly make that request to our office, as well as the recording if anyone would like that. And we did receive some written comments during this meeting, and we can make those available. So that's where we're at and where we're going. I didn't have anything further to say today. If the board has any further questions?

- No further questions.

Ryan Riesinger - We can adjourn the meeting.

Chair Simonson - We will close the public comment period and we can adjourn the meeting. So thank you, everybody for attending today and sharing your thoughts.

The meeting adjourned at 8:56 a.m.

Respectfully submitted,

Katie Olson

GFRAA Administrative Assistant

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS MEETING**

March 28, 2024

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, March 28, 2024, presided by Chair Simonson. The Member present was Karl Bollingberg. Members present via zoom were Rick Meland, Steve Kuhlman, and Kyle Kvamme. Also on zoom call were Mead & Hunt's Steve Synhorst, Andy Malanowski, and Tom Schauer. In person Mead & Hunt's Jon Scraper, Airport Attorney Tim Dittus, and Matt Paulson. Jeff Ohman, AvFlight in person. Kyle Black, GFK Flight Support on zoom. GFK On-Call's Jeff Vatnsdal (in person), Harlan Jensen (in person), and Ernest Anderson (on zoom). Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, Rio Vizenor, ARFF/OPS, Andrew Bailey, Intern, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:00 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chair Simonson asked for a motion to approve the minutes from February 22, 2024, as written. A motion was made by Bollingberg to approve the minutes from February 22, 2024, as written. The motion was seconded by Meland to approve the minutes from February 22, 2024, as written.

Action Taken: Motion carried unanimously.

- b) Chair Simonson asked for a motion to approve the minutes for the Public Hearing to on March 8, 2024, as written. A motion was made by Kuhlman to approve the minutes for the Public Hearing to on March 8, 2024, as written. The motion was seconded by Kvamme to approve the minutes for the Public Hearing to on March 8, 2024, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Martin reviewed February 2024 monthly revenue vs. budget and commissions. Year to date revenue was 653,000 versus a budget of 655,000. Commissions are right on track.

2. Director Report

- a) Riesinger started by introducing the new Airport Intern, Andrew Bailey. Andrew introduced himself by saying that he is an Aviation Management Student, and he is originally from Cincinnati, OH.
- b) Riesinger also introduced Jeremy Roesler as the new Director of Flight Operations at UND Aerospace. He has been with UND for 28 years and was Chief Flight Instructor prior to this role. It has been a pleasure to work with him in his previous role and he sees that continuing.
- c) Riesinger moved on to construction projects. Earlier last week, they were able to start on the Runway 27R reconstruction. Yesterday, they started some of the removal of the concrete on 27R. Weather pending, on April 15th they plan on continuing to pave the west side extension. Riesinger showed aerial photos on the runway to help show what the progress looks like. It's going to be a very busy summer. Between Capital Funds and Grants, we have 34-35 million dollars worth of construction work taking place on the runway this summer alone. At the end of the construction, we will have new lighting installed for the runway, taxiway, and intersections, and new PAPIs. We will plan on a tour of the airfield after April's board meeting.
- d) Riesinger showed slides that he received after he attended the Mead & Hunt Air Service Conference last month. This presentation shows industry updates and trends. Overall the industry is close to a full recovery. Grand Forks is a non-hub airport and non-hub airports are still down in the number of seats compared to 2019. Small, Medium, and Large Hub airports have seen increased seat numbers. There is still a projected pilot shortage. Skywest reported that they have all the first officers that they need, but what they are really lacking is Captains. Most regional carriers have slowed the hiring process for first officers due to the lack of Captains. Over 70 US airports have lost all scheduled commercial service in the last 10 years. The airlines are shifting to larger aircraft with more seats and scheduling less flights per day.
- e) Riesinger report that from March 3rd-5th we hosted the 2024 Fly ND Conference here in Grand Forks. It was held at the Alerus Center with over 300 attendees, airports, pilots, aircraft mechanics, consultants, FAA, etc. It was the first time in over 10 years that it was back in Grand Forks. We had tours at Cirrus Aircraft, Grand Sky, Northrup Grumman, and General Atomics. Dan Kasowski was inducted into the North Dakota Aviation Hall of Fame; he has been a fixture for UND Aerospace for a long time. There's a new display in our terminal for North Dakota Aviation Hall of Fame. It's touchscreen and you can read all about the individuals that have been inducted into the North Dakota Aviation Hall of Fame as well as those inducted into the UND Aerospace Hall of Fame.
- f) Riesinger mentioned that Secretary Mayorkas of the Department of Homeland Security was in Grand Forks on March 12th. He visited the Terminal and met with TSA Staff in the board room for some Q & A.
- g) Riesinger updated on the CARES Act grant. Krista, Ryan and others are coordinating wrapping up projects. In the May board meeting likely a final authorization for any of the remaining funds. We have approximately \$108,000 left in CARES Act grant dollars.

- h) Riesinger is pleased to announce we will be hosting two Veterans Honor Flights in April of 2025. They will be back-to-back on the same day departing and returning.
- i) Riesinger updated that his performance review went out and we would like responses by April 5th.

3. Chairmans Report

Chair Simonson stated going forward we will do roll call votes instead of saying Aye or Nay as a group. Chair Simonson recognized Commissioner Bollingberg. Karl Bollingberg was honored with the Grand Forks Region Economic Development Klaus Thiessen Award. The EDC president, Keith Lund told the Herald that Bollingberg was chosen for his longevity and his promoting Grand Forks Business Community as a banker and community leader. He can really speak to what it's like in business in Grand Forks and he's such a strong representative of the community. He was the longest serving board member in EDC history, serving a 9-year term before retiring in 2022. He remains a member of the board for the Bank of North Dakota and the Grand Forks Regional Airport Authority. Congratulations!

C. New Business

1. 2024 Mead & Hunt Air Service Consulting Agreement

The current annual agreement with Mead & Hunt to provide Air Service Consultant Services expires March 31, 2024.

Mead & Hunt has been providing this service to the Airport Authority since 2015. The information and support provided assists us greatly as we work with the Mayor's Air Service Expansion Committee and have made presentations to the airlines for additional service.

The Airport has received a new proposed scope of services (attached), and it includes the following:

- True Market Estimate (1 per 12-month period)
- Air Service Pro Forma (1 per 12-month period)
- Airline Headquarters Meeting (1 per 12-month period)
- Air Service Development Conference presentation and assistance (3 per 12-month period)
- Community Visit/Presentation (1 per 12-month period)
- Performance Monitoring (Quarterly, 4 per 12-month period)
- Published Airfare Monitoring (Quarterly, 4 per 12-month period)
- Small Community Air Service Development Program (SCASDP) Grant Application
- On-Call Services (Up to 48 hours per 12-month period)

The proposed retainer contract is \$6,070.00 per month for a 12-month period, resulting in a contract cost of \$72,840.00. Expenses for airfare, hotel, meals, printing, etc., are estimated to be \$5,300.00 for the year. This was included in the 2024 Budget.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the Air Service Consulting Services Agreement with Mead & Hunt in the total amount of \$78,140.00 and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve the Air Service Consulting Services Agreement with Mead & Hunt in the total amount of \$78,140.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Bollingberg to approve the Air Service Consulting Services Agreement with Mead & Hunt in the total amount of \$78,140.00 and authorize the Executive Director to execute the required documents.

Roll Call Vote: Bollingberg- Aye
 Kuhlman -Aye
 Meland- Aye
 Kvamme – Aye
 Pic – not present
 Mutchler - not present

Action Taken: Motion carried unanimously.

2. Customs Facility Project – Change Order #1

Please see the attached memo provided by Mead & Hunt which details and cost for Change Order #1 to the Customs Facility Project. More detail on each item is provided here:

- COP 001-0: Changes included the addition of a tactical communication antenna to roof, addition of mailbox & building address letters, revision of structural framing due to delegated design of cold formed framing and revision of the extents of ballistic resistant storefront. These changes were required to align with CBP standard design requirements and to address AHJ & EOR requirements.
- COP 002-0: Revisions include the addition of exterior building identification sign details & specifications and revision of door hardware to contain key switch cylinders compatible with door lock cylinders. The changes were required to align with CBP standard design requirements.
- COP 003-0: Changes included revision of wall size to accommodate recessed flush valve, revision of plumbing and electrical for substituted autoclave model and revision of the handcuff ring on the detention bench to coordinate size with bench. These changes were required to address issues raised via various construction RFIs dealing with arrangement and product availability.
- COP 004-0: Revise door hardware cylinder source. This was done to transfer responsibility from the Owner to the Contractor.
- COP 005-0: Change included selection of a new undercounter refrigerator. This was required to coordinate with final casework shop drawings.
- COR 001-0: Change included provision of the CT cabinet. Revisions were required to accommodate Utility requirements and for transferring provision responsibility from the Utility to the Contractor.
- COR 002-0: Costs included Utility fees and associated Utility coordination for the Nodak provided transformer and primary cable installation. These costs were out of contract initially to be billed directly to the Owner and were incorporated into this contract.

- COR 003-0: Reconciliation of the building permit costs. This was necessary because the costs incurred were in excess of the contract allowance.
- COR 004-0: Changes include the provision and installation of a GSA weapon safe. Changes were required to align with additional CBP standard design requirements.
- COR 005-0: Changes included deletion of pavement marking scope. This work was performed by the Owner in lieu of the Contractor as a cost saving measure.

Change Order #1 results in a cost increase of \$71,918.00. This amount is eligible to be funded at 100% with our CARES Act grant.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Change Order #1 to the Customs Facility Project with a cost increase of \$71,918.00 and authorize the Executive Director to execute the required documents.

A motion was made by Kvamme to approve Change Order #1 to the Customs Facility Project with a cost increase of \$71,918.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve Change Order #1 to the Customs Facility Project with a cost increase of \$71,918.00 and authorize the Executive Director to execute the required documents.

Roll Call Vote: Bollingberg- Aye
 Kuhlman -Aye
 Meland- Aye
 Kvamme – Aye
 Pic – not present
 Mutchler - not present

Action Taken: Motion carried unanimously.

3. Amendment to Minimum Standard 2.04 B

Pursuant to the Grand Forks Regional Airport Authority’s Procedure for Adoption of Rules, Regulations and/or Standards (“the Procedure”), a Notice of Public Hearing was published in the Grand Forks Herald on Monday, February 26, 2024 for the purpose of receiving written or oral comments concerning the potential amendment of Minimum Standard 2.04 B. related to Single Service Operators performing Airframe and Powerplant Repair (aircraft maintenance & repair) (“A&P Repair services”). On Friday, March 8, 2024 [a date no earlier than seven (7) days after publication of the Notice of Public Hearing], a Public Hearing was held at 8:00 AM in the Board Room of the Byron L. Dorgan Terminal for that purpose. The Public Hearing, consisting of three rounds of testimony/comments, was held in conformity to the Procedure. Minutes of the Public Hearing were kept and, along with all written comments submitted, have been presented to the Commissioners prior to today’s Board of Commissioners meeting. I have reviewed and evaluated all of the public comments, both written and oral, and have sought the advice of both Legal Counsel and a trusted airport compliance consultant relating to the potential amendment of Minimum Standard 2.04 B. Having duly considered the matter, I do not believe amendment of Minimum Standard 2.04 B. is in the Airport’s best interest at this time.

FAA guidance directs airport sponsors, in applying Minimum Standards, to consider certain factors. My recommendation is guided by those factors. The following information is relevant to this recommendation:

- According to the comments received, it is not a common industry practice at small- and mid-sized airports to unbundle A&P Repair services. A&P mechanics at those airports service both commercial and general aviation aircraft. I am not persuaded that it is in the Airport's interest to deviate from that norm.
- The majority of the comments indicate that the land, building, and other requirements contained within Minimum Standard 2.04 B. are both relevant and reasonably related to the work of A&P mechanics. Relaxing, or in some instances removing, those requirements may have foreseeable, adverse consequences.
- Commentors have warned that amendment removing the land and building requirements would set a precedent that would tend to disincentivize, rather than promote, further orderly development of the Airport and continued investment in expanding commercial aeronautical services at the Airport.
- We were also warned that the precedent, once set, would make it more difficult for the Airport to meet its federal obligation to be as self-sustaining as possible since ground site rents and building rents would become a dwindling revenue stream for the Airport.
- We heard concerns that the potential amendment would have adverse effects on the safety and efficiency of Airport operations, and that relaxed or removed requirements would do nothing to either maintain or enhance the availability of adequate services for all Airport users.
- We have received comments that the potential amendment would fail to protect significant investments—already made by existing tenants and operators to comply with the current Minimum Standards—from competitors not required to make similar investments.
- It has also been argued that amendment, under the particular circumstances, amounts to selective enforcement of, and a failure to uniformly and objectively apply, the current Minimum Standards.
- Information received from both proponents and opponents of the potential amendment indicate that a business model that has A&P mechanics working exclusively on commercial aircraft is not economically viable in the long term given existing levels of commercial air service.

All things considered, it is in the best interest of the Airport to continue requiring Single Service Operators providing A&P Repair services to work on both general aviation and commercial aircraft and that the land, building, and other requirements contained within existing Minimum Standard 2.04 B. are both relevant and reasonably related to those services. Therefore, the existing Minimum Standard 2.04 B. should not be amended, and it should continue to be uniformly and objectively applied to all persons/entities seeking the privilege of performing A&P Repair services at the Airport.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to re-affirm Minimum Standard 2.04 B. related to Single Service Operators performing Airframe and Powerplant Repair (aircraft maintenance & repair) as presently stated in the Grand Forks International Airport Minimum Standards for Operators of Commercial Activities and direct the Executive Director and Legal Counsel to cease any action in furtherance of amending Minimum Standard 2.04 B. at this time.

A motion was made by Bollingberg to re-affirm Minimum Standard 2.04 B. related to Single Service Operators performing Airframe and Powerplant Repair (aircraft maintenance & repair) as presently stated in the Grand Forks International Airport Minimum Standards for Operators of Commercial Activities and direct the Executive Director and Legal Counsel to cease any action in furtherance of amending Minimum Standard 2.04 B. at this time. The motion was seconded by Kvamme to re-affirm Minimum Standard 2.04 B. related to Single Service Operators performing Airframe and Powerplant Repair (aircraft maintenance & repair) as presently stated in the Grand Forks International Airport Minimum Standards for Operators of Commercial Activities and direct the Executive Director and Legal Counsel to cease any action in furtherance of amending Minimum Standard 2.04 B. at this time.

Roll Call Vote: Bollingberg- Aye
Kuhlman -Aye
Meland- Aye
Kvamme – Aye
Pic – not present
Mutchler - not present

Action Taken: Motion carried unanimously.

The meeting adjourned at 9:04 a.m.

Respectfully submitted,
Katie Olson
GFRAA Administrative Assistant

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS MEETING**

April 25, 2024

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, April 25, 2024, presided by Chair Simonson via zoom. The Members present were Karl Bollingberg, Tim Mutchler, Rick Meland and Steve Kuhlman. Members present via Zoom were Cynthia Pic, and Kyle Kvamme. Also present were Mead & Hunt's Steve Synhorst, Josh Brelje, Airport Attorney Tim Dittus, Brady Martz Brian Opsahl, Kyle Black, GFK Flight Support, GFK On-Call's Harlan Jensen and Ernest Anderson. Attending via Zoom was Mead & Hunts's Andy Malanowski, Nathan Bosdeck, and AvFlight's Jeff Ohman. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, Andrew Bailey, Intern, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:00 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chair Simonson asked for a motion to approve the minutes from March 28, 2024, as written. A motion was made by Kuhlman to approve the minutes from March 28, 2024, as written. The motion was seconded by Mutchler to approve the minutes from March 28, 2024, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Martin reviewed March 2024 monthly revenue vs. budget and commissions. Enplanements are down by 1,122. Last year, we forecasted Delta to have one 717 aircraft flight daily. In March, we used an ARPA reimbursement which shows a net gain of \$232,748. Commissions are trending above budget. UND's fuel flowage is down but AvFlight's fuel flowage is up.

2. Director Report

- a) Riesinger gave project updates. Paving has continued on the west side and demo started on the east side. Strata started up when the weather became good and today will be a good day for the tour.
- b) Riesinger updated on the Mayor's Air Services Expansion Committee. The Meehan Aviation Group hit the ground running. We have had two meetings with them here in the board room. They are working on sending out a survey to local businesses to assist in developing a strategic plan. Mead & Hunt, Meehan Aviation and Riesinger will be attending the Jump Start Aviation Conference in Washington D.C. in May.

GFK has received 2 small community air service grants in the past, one in 2006 when Allegiant come in and 2011 when United came in. The Federal DOT has not yet announced when the application for a new grant will be available. It's a very competitive process. Even if we don't get the grant this year, conversations will continue into next year.

- c) Riesinger provided a chart of airport restaurant price comparisons. The chart showed MSP, Minot, Bismarck, Fargo, and GFK. The comparisons were on a burger and fries, a large coke, a large coffee, an IPA, and a 22oz. Domestic tap beer. All were very closely priced the same.
- d) Riesinger announced the 4th Annual GFK Invitational Golf Outing to be held at King's Walk on Friday, June 28th with a 9 am shot gun start.

3. Chairmans Report

Chair Simonson is happy to see the Mayor assisting in the Air Service expansion effort. Also, on Monday, Vice Chair Pic and Chair Simonson completed Executive Director Riesinger's performance review. He thanked Ryan and stated job well done. Chair Simonson would like to attend the tour today but he will be going out of town after the meeting.

C. New Business

1. 2023 Audit Report

Brady Martz's Brian Opsahl went through the 2023 audit and answered any questions.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to receive the 2023 Audit Report as presented.

A motion was made by Bollingberg to receive the 2023 Audit Report as presented. The motion was made by Meland to receive the 2023 Audit Report as presented.

Action Taken: Motion carried unanimously.

2. Customs Facility Project -Change Order #2

A memo was provided by Mead & Hunt which provides details and cost for Change Order #2 to the Customs Facility Project.

Customs required the addition of a telecommunications antenna on the roof which resulted in the installation of a weather head, and additional pathway, cabling, and patch panel.

Change Order #2 results in a cost increase of \$14,880.00. This amount is eligible to be funded at 100% with our CARES Act grant.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Change Order #2 to the Customs Facility Project with a cost increase of \$14,880.00 and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve Change Order #2 to the Customs Facility Project with a cost increase of \$14,880.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve Change Order #2

to the Customs Facility Project with a cost increase of \$14,880.00 and authorize the Executive Director to execute the required documents.

Roll Call Vote: Pic- Aye
Kuhlman -Aye
Kvamme- Aye
Mutchler – Aye
Bollingberg – Aye
Meland - Aye

Action Taken: Motion carried unanimously.

3. Alpha Apron Repair Project

A portion of the Alpha Apron near Mass Hangar 2 is currently in very poor condition. The area is roughly 100'x 115' square. The area also serves as a taxi route for aircraft transitioning from the Alpha Apron to the Bravo Apron, to include UND and Med Flight operations, especially during times of construction. The Pavement Condition Index (PCI) for this area was last surveyed at a score of 2 out of 100, which is very low. The area is experiencing large amounts of spalling, FOD, cracking, and water ponding. See attached photos.

Keeping this area in a suitable condition for the efficient movement of aircraft around the airfield is needed at this time.

This is an unbudgeted item for 2024. There are reserves available to complete the western most portion of the area where aircraft taxi through.

Three bids were received for the removal and replacement of this area of pavement. Bids are tabulated in the next attachment. The low bid was Opp Construction at \$182,400.00.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the bid of Opp Construction in the amount of \$182,400.00 to complete the Alpha Apron Repair, and authorize the Executive Director to execute the required documents.

A motion was made by Kuhlman to approve the bid of Opp Construction in the amount of \$182,400.00 to complete the Alpha Apron Repair, and authorize the Executive Director to execute the required documents. The motion was seconded by Bollingberg to approve the bid of Opp Construction in the amount of \$182,400.00 to complete the Alpha Apron Repair, and authorize the Executive Director to execute the required documents.

Roll Call Vote: Meland- Aye
Bollingberg -Aye
Mutchler- Aye
Kvamme – Aye
Kuhlman – Aye
Pic - Aye

Action Taken: Motion carried unanimously.

The meeting adjourned at 9:05 a.m.

Respectfully submitted,
Katie Olson
GFRAA Administrative Assistant

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS MEETING**

May 23, 2024

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, May 23, 2024, presided by Chair Simonson via zoom. The Members present were Tim Mutchler, Rick Meland and Steve Kuhlman. Members present via Zoom were Cynthia Pic, and Karl Bollingberg. Also present were Mead & Hunt's Steve Synhorst, Josh Brelje, Carson Stuhau and Jon Scraper, UND Aerospace's Dr. Kim Kenville and Jeremy Roesler, Airport Attorney Tim Dittus, and GFK On-Call's Harlan Jensen. Attending via Zoom were AvFlight's Jeff Ohman, FAA Tech Support Sven Mickels, and Knox Radio's Jim Johnson. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, Andrew Bailey, Intern, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:00 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chair Simonson asked for a motion to approve the minutes from April 25, 2024, as written. A motion was made by Kuhlman to approve the minutes from April 25, 2024, as written. The motion was seconded by Mutchler to approve the minutes from April 25, 2024, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Martin reviewed April 2024 monthly revenue vs. budget and commissions. Enplanements and commissions were down compared to forecast. Enplanements were forecasted with the plan of Delta scheduling the 717 aircraft throughout 2024. With them not utilizing that, there are 34 less seats per day. Car rentals are right on target. Fuel flowage was above budget.

2. Director Report

- a) Riesinger reported that the Federal Government has passed the FAA Reauthorization Bill for the FAA through 2028. This will get is through the runway project.
- b) Riesinger attended the JumpStart Conference in Washington DC with Mead & Hunt and the Meehan Aviation Group. This JumpStart Conference was the largest and had the most attendance of any conference Riesinger has been to. They met with several airlines and were looking for support for the Small Community Air Service Grant. They will continue communication with United, American, and Delta. The

Meehan Aviation Group has sent out a survey to the community business leaders as a part of the Mayor's Air Service Expansion Committee. They have received approximately 140 responses.

- c) Riesinger talked about the change order #5 for the Strata lean concrete base with the extension on the west side of the runway. This project has been surveyed numerous times and further investigation is ongoing. Strata will need to diamond grind portions of the concrete to bring it back within tolerance. We will discuss this more in the new business.
- d) Riesinger talked about the Wi-Fi improvements done around the terminal. We have increased the speeds to 4 to 5 times faster. We are also working on installing charging ports within the sitting area on the secure side of the terminal. We are installing power outlets in the flooring to accomplish this project.
- e) Riesinger announced the 4th Annual GFK Invitational Golf Outing to be held at King's Walk on Friday, June 28th with a 9 am shot gun start.
- f) Riesinger invited everyone to attend the ribbon cutting ceremony for the Customs and Border Patrol Facility scheduled for Wednesday, May 29th at 11 am. The CBP is now fully operational and just last week had two aircraft come in from Germany one heading to Las Vegas and the other to California.

3. Chairmans Report

Chair Simonson has no chairman's report at this time.

C. New Business

1. Resolution #01-24 – Authorization of remaining CARES Funding for Operating Expenses.

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law March 27, 2020. It was a \$2.2 trillion bill that provided \$10 billion for our nation's airports, and of that amount \$18,855,574.00 was allocated to GFK. We have utilized this funding to advance our overall Airport Master Plan, meet our strategic objectives, and complete high value projects and initiatives that we would not be able to otherwise for many years, including:

- 1. Reimbursing Operating Expenses in 2020 and 2021 to keep our financials stable in the early stages of the pandemic
- 2. UND/ATCT Drive Pavement Maintenance
- 3. Paid off all Airport Bonds
- 4. New Equipment for Airport Fire, Maintenance, and Snow Removal
- 5. New Customs and Border Protection General Aviation Facility
- 6. New T-Hangars for the East General Aviation Complex
- 7. New Diesel and 100LL Fueling Systems
- 8. Architectural and Engineering Services to support the projects

After all of this work we have \$18,485.52 remaining and we recommend submitting operating expenses for this amount and closeout the grant.

A resolution to formalize this authorization is recommended.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to authorize utilizing up to \$18,485.52 of GFK’s allocated CARES Act grant funding to reimburse the Airport Authority for operating expenses, and to adopt Resolution #01-24.

A motion was made by Pic to authorize utilizing up to \$18,485.52 of GFK’s allocated CARES Act grant funding to reimburse the Airport Authority for operating expenses, and to adopt Resolution #01-24. The motion was seconded by Meland to authorize utilizing up to \$18,485.52 of GFK’s allocated CARES Act grant funding to reimburse the Airport Authority for operating expenses, and to adopt Resolution #01-24.

Roll Call Vote: Pic- Aye
Kuhlman -Aye
Kvamme- not present
Mutchler – Aye
Bollingberg – Aye
Meland - Aye

Action Taken: Motion carried unanimously.

2. Approval of Title VI Plan

The Grand Forks Regional Airport Authority is required by the FAA Office of Civil Rights to adopt a Title VI Plan to assure that no person shall on the grounds of race, color, national origin (including limited English proficiency), sex (including sexual orientation and gender identity), creed, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that receives U.S. Department of Transportation (DOT) funding.

Our Title VI Plan has been developed in accordance with the requirements and will be reviewed at the meeting. It is attached.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to adopt the Title VI Plan for the Grand Forks Regional Airport Authority.

A motion was made by Kuhlman to adopt the Title VI Plan for the Grand Forks Regional Airport Authority. The motion was seconded by Mutchler to adopt the Title VI Plan for the Grand Forks Regional Airport Authority.

Roll Call Vote: Pic- Aye
Kuhlman -Aye
Kvamme- not present
Mutchler – Aye
Bollingberg – Aye
Meland - Aye

Action Taken: Motion carried unanimously.

3. Recommendation of Tim Mutchler to Grand Forks County Commission for Airport Authority Board Reappointment

Airport Authority Board Commissioner Tim Mutchler’s five-year term expires on July 1, 2024. Tim has been a long-standing Airport Authority Board Member. Tim provides a wealth of knowledge with his years of service on the Board and is always interested in seeing it grow and thrive. Tim has expressed his interest to continue to serve on the Airport Board.

Grand Forks County has implemented an application process for these Board appointments. Tim’s was the only application received by the County to fill the vacancy. Further, the County is asking for a recommendation from our Board for Tim’s reappointment.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to recommend Tim Mutchler to the Grand Forks County Commission for a new five-year term on the Grand Forks Regional Airport Authority Board of Commissioners.

A motion was made by Kuhlman to recommend Tim Mutchler to the Grand Forks County Commission for a new five-year term on the Grand Forks Regional Airport Authority Board of Commissioners. The motion was seconded by Bollingberg to recommend Tim Mutchler to the Grand Forks County Commission for a new five-year term on the Grand Forks Regional Airport Authority Board of Commissioners.

Roll Call Vote: Meland- Aye
Bollingberg -Aye
Mutchler- abstain
Kvamme – not present
Kuhlman – Aye
Pic - Aye

Action Taken: Motion carried unanimously.

4. Runway 9L Extension Project – Paving – Change Order #5

A memo was provided by Mead & Hunt which details the reason, justification, and cost increase for Change Order #5 to the Runway 9L Extension Project – Paving.

Change Order #5 is to grind portions of the P-306 Lean Concrete Base to meet elevation tolerances.

Change Order #4 results in a cost increase of \$74,268.00.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Change Order #5 to the Runway 9L Extension Project – Paving phase, which results in a cost increase of \$74,268.00, and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve Change Order #5 to the Runway 9L Extension Project – Paving phase, which results in a cost increase of \$74,268.00, and authorize the Executive Director to execute the required documents. The motion was seconded by Pic to approve Change Order #5

to the Runway 9L Extension Project – Paving phase, which results in a cost increase of \$74,268.00, and authorize the Executive Director to execute the required documents.

Roll Call Vote: Pic- Aye
Kuhlman -Aye
Kvamme- not present
Mutchler – Aye
Bollingberg – Aye
Meland - Aye

Action Taken: Motion carried unanimously.

The meeting adjourned at 9:14 a.m.

Respectfully submitted,
Katie Olson
GFRAA Administrative Assistant

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS SPECIAL BOARD MEETING**

June 17, 2024

The Grand Forks Regional Airport Authority Board of Commissioners met in special session in the Board Room of the Byron L. Dorgan Terminal on Monday, June 17, 2024, presided by Vice-Chair Pic via Microsoft Teams. Member present was Tim Mutchler. Members that called in via Microsoft Teams were Rick Meland, Steve Kuhlman, Kyle Kvamme, and Karl Bollingberg. Also present were Mead & Hunt's Josh Brelje and Carson Stuhau. Mead & Hunt's Steve Synhorst attended via Microsoft Teams. Airport Attorney Tim Dittus attended via Microsoft Teams. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:03 a.m.

1. Runway 9L Extension Project – Paving – Change Order #6

A memo was provided by Mead & Hunt which details the reason, justification, and cost increase for Change Order #6 to the Runway 9L Extension Project – Paving.

Change Order #6 is to mill and remove/replace portions of the P-306 Lean Concrete Base to meet elevation tolerances on the runway and taxiway extension areas.

Change Order #6 results in a cost increase of \$302,138.85.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Change Order #6 to the Runway 9L Extension Project – Paving phase, which results in a cost increase of \$302,138.85, and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve Change Order #6 to the Runway 9L Extension Project – Paving phase, which results in a cost increase of \$302,138.85, and authorize the Executive Director to execute the required documents.

The motion was seconded by Kuhlman to approve Change Order #6 to the Runway 9L Extension Project – Paving phase, which results in a cost increase of \$302,138.85, and authorize the Executive Director to execute the required documents.

Executive Director Ryan Riesinger called the roll:

Vice-Chair Pic- Aye

Commissioner Meland - Aye

Commissioner Kuhlman - Aye

Commissioner Mutchler - Aye

Commissioner Bollingberg - Aye

Commissioner Kvamme – Aye

Action Taken: Motion carried unanimously.

The meeting adjourned at 8:25 a.m.

Respectfully submitted,
Katie Olson
GFRAA Administrative Assistant

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS MEETING**

June 27, 2024

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, June 27, 2024, presided by Chair Simonson. The Members present were Karl Bollingberg and Rick Meland. Members present via Microsoft Teams were Cynthia Pic and Steve Kuhlman. Also present were Mead & Hunt's Steve Synhorst, Josh Brelje, Todd Hardin and Jon Scraper. UND Aerospace's Jeremy Roesler. Airport Attorney Tim Dittus. GFK On-Call's Harlan Jensen. Attending via Microsoft Teams were AvFlight's Jeff Ohman and FAA Tech Support Sven Mickels. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, Andrew Bailey, Intern, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:02 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chair Simonson asked for a motion to approve the minutes from May 23, 2024, as written. A motion was made by Kuhlman to approve the minutes from May 23, 2024, as written. The motion was seconded by Bollingberg to approve the minutes from May 23, 2024, as written.

Action Taken: Motion carried unanimously.

- b) Chair Simonson asked for a motion to approve the minutes from the Special Board Meeting held on June 17, 2024, as written. A motion was made by Meland to approve the minutes from the Special Board Meeting held on June 17, 2024, as written. The motion was seconded by Bollingberg to approve the minutes from the Special Board Meeting held on June 17, 2024, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Resinger reviewed May 2024 monthly revenue vs. budget and commissions since Krista was out sick today. Delta and Allegiant landings were slightly down verses the budget forecast. Overall, we're still tracking quite well. There will be an ARPA reimbursement in June. Fuel Flowage is down some with the recent rainy period. UND has been impacted by that and will be picking up as we go forward.

2. Director Report

- a) Riesinger reviewed the Load Factors that are in the packet. For example, Delta for the month of May had a load factor of 80 and that's a good solid number. The number of seats was 6902 compared to May last year of 7796. That's the 717 aircraft difference. However, in 2023, there were 5594 enplanements and in 2024 there were 5541, so the load factor went up from 72% to 80%. We want load factors to be strong and that is something that the airlines will look at and track.
- b) Riesinger updated on the west side runway and taxiway extension. Everything is going very well. Strata was able to work on the areas that we've discussed recently in the change orders for some of the heaving and the tolerance issues. All that work has been done. Riesinger was out there yesterday, and he was really pleased to see the progress in a short period of time. For those of you that were able to take the tour, they were just starting to dig that approximately 4 foot hole at that time. Now that entire area has excavated, filled back in with aggregate, and they are ready to pave. This is excellent progress and they are right on schedule.
- c) Riesinger had several updates with the Air Service Expansion Committee. The Small Community Air Service Development Grant funding opportunity was announced on June 10th. We have been coordinating with the Meehan Aviation Group, Mead & Hunt, the City, and the EDC collectively to pull together the application and everything that's needed to go along with that. The applications are due by July 25th, a relatively short period of time. We're planning on asking for a \$1 million grant from the DOT and then \$400,000 worth of local support. That would be a combination of resources from the City, mainly the growth fund, the EDC, and local and area businesses. The airports support would be to waive landing fees and terminal rents for a two-year period and then also marketing support which typically is \$100,000 for a new service. There are 60 businesses that are signed up on this Air Service expansion coalition and they're engaged and they're using their own resources to help support it.
- d) Riesinger updated that we are planning the first reading of the 2025 budget for the July meeting.
- e) Riesinger updated on Commissioner Mutchler's board appointment. He was renewed by the Grand Forks County Commission for another 5-year term. Commissioner Kvamme had elected not to run for City Council, so the City will be appointing a new City Council representative to our board in the near future. Also, Vice-Chair Pic is running for the County Commission.
- f) Riesinger reported on the most recent fatal accident that occurred at the US 2 and Airport Drive intersection on June 3rd. The vehicle was stopped at the stoplight, both vehicles were in the westbound lanes on US 2, and a pickup truck crashed into the back of the stopped vehicle. It was determined that the driver of the pickup was over the legal limit for alcohol and ultimately the two individuals in the vehicle that was hit were transported, one was airlifted and a six-year-old died ultimately from that accident. Our airport fire staff responded to the event and assisted with life saving measures. It is important to recognize our staff and their efforts in that type of an event. And from all reports they performed admirably in that response. This has brought up the intersection in discussion in the community. The airport's position has been to maintain the north-south access from Airport Drive to County

Road 5 both directions. The majority of the traffic is on US 2 going East/West. But when you look at County Road 5 and Airport Drive and all the turn lanes, right and left that are occurring there, it's a busy intersection, and we believe that a stop light is warranted. Further, historically that intersection was classified as being rural by the DOT. More recently through the MPO because of changes in classifications, but also growth of the city, that designation has changed from being rural to urban. The North Dakota DOT, the County, the City, the Metropolitan Planning Organization and the Airport are involved in these ongoing discussions. There will be additional meetings scheduled in July to revisit this intersection.

- g) Riesinger updated on the 4th Annual GFK Invitational Golf Outing at Kings Walk. We've got 19 foursomes signed up to play. That's 76 golfers. That's the most we've ever had. We've got great participation, with multiple teams for the Airport, UND Aerospace, Air Traffic Control, Mead & Hunt, and many other tenants. It's a great opportunity to get to know people a little better outside of the work setting and have a good time. We're hoping for good weather with rain overnight, but hopefully it'll clear out in time for the 9:00 am shotgun start tomorrow.
- h) Riesinger updated that we've got a meeting scheduled for an air traffic control tower design review that's on August 6th. They're on track and planning to be bidding the new tower later this fall.

3. Chairmans Report

Chair Simonson has no chairman's report at this time.

C. New Business

1. Oakwells Concession Agreement – Amendment #4

The current Oakwells Food Service, Vending, and Gift Shop Concession Agreement expires June 30, 2024. Oakwells continues to provide a quality service in the terminal building for travelling passengers, meeters and greeters, and employees. We entered into discussions to amend the current agreement and extend the term. The draft amended agreement is attached.

The only effective change of the draft amended agreement is to extend the term expiration to June 30, 2027 (three years) and add the federally required Title VI nondiscrimination language.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Amendment #4 to the Oakwells Food Service, Vending, and Gift Shop Concession Agreement, and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve Amendment #4 to the Oakwells Food Service, Vending, and Gift Shop Concession Agreement, and authorize the Executive Director to execute the required documents. The motion was seconded by Bollingberg to approve Amendment #4 to the Oakwells Food Service, Vending, and Gift Shop Concession Agreement, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Bollingberg-Aye
Kuhlman-Aye
Kvamme-Not Present
Meland-Aye
Mutchler-Not Present
Pic-Aye

Action Taken: Motion carried unanimously.

2. Election of Airport Authority Board Chair and Vice-Chair

Every two years the Airport Authority Board elects a Chair and Vice-Chair to serve for a two-year term. Current Chair Simonson has served one two-year term and is eligible to be elected for another two-year term as Chair. Current Vice-Chair Pic is also eligible for another term as Vice-Chair.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A nomination from the Board for an individual to serve as Chair, and another to serve as Vice-Chair.

A motion was made by Kuhlman to nominate Dane Simonson to serve as Chair and Cynthia Pic to serve as Vice-Chair for a two-year term. The motion was seconded by Meland to nominate Dane Simonson to serve as Chair and Cynthia Pic to serve as Vice-Chair for a two-year term.

Roll Call Vote:

Bollingberg-Aye
Kuhlman-Aye
Kvamme-Not Present
Meland-Aye
Mutchler-Not Present
Pic- abstained

Action Taken: Motion carried unanimously.

The meeting adjourned at 9:02 a.m.

Respectfully submitted,
Katie Olson
GFRAA Administrative Assistant

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS MEETING**

July 25, 2024

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, July 25, 2024, presided by Chair Simonson. The Members present were Tim Mutchler and Rebecca Osowski. Members present via Zoom were Cynthia Pic, Rick Meland, and Karl Bollingberg. Also present were Mead & Hunt's Josh Brelje, and Jon Scraper, Airport Attorney Tim Dittus, Knox Radio Jim Johnson, GFK On-Call's Harlan Jensen. Attending via Zoom was AvFlight's Jeff Ohman. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, Andrew Bailey, Intern, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:00 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chair Simonson asked for a motion to approve the minutes from June 27, 2024, as written. A motion was made by Mutchler to approve the minutes from June 27, 2024, as written. The motion was seconded by Meland to approve the minutes from June 27, 2024, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Gravseth reviewed June 2024 monthly revenue vs. budget and commissions. Forecasted landings are right on target. Enplanements are down slightly. ARPA reimbursement will be submitted in July. Commissions are on target for this month and throughout the year. Fuel Flowage did not hit the budgeted target for this month.

2. Director Report

- a) Riesinger welcomed Commissioner Rebecca Osowski, who has been appointed by the Grand Forks City Council. She stopped out yesterday and Riesinger was able to give her an update on budgets and give her a tour of the terminal and airfield.
- b) Riesinger updated on construction projects. The east side paving and reconstruction project completed Phase 1A. It was the reconstruction of the taxiway Alpha intersection with Runway 9L/27R. The crew worked 24-hour shifts and it was scheduled to be completed in 14 days but they completed the project 2 days early. Work is progressing well and is on schedule. We are planning for a ribbon cutting event for the crosswind runway. This is a major construction project and milestone

for us and we are planning for this to be open October 15th. We will let you know more about the details as they come.

- c) Riesinger provided updates on the Air Service Expansion Committee. We received a letter of support from Skywest for United service to Denver. Getting a letter of support from an airline is a requirement for the grant application process. The deadline for the grant application is today at 4pm. The grant for the airport was submitted Tuesday, July 23rd by the Fly Grand Coalition, which is a group that includes the the City of Grand Forks, the Grand Forks Region EDC, The Chamber, City of East Grand Forks, and many local and area businesses. We have 35 letters of support. We are asking for a \$1 million start up grant from the US DOT which will offset the start up costs for United. As part of the grant application process, the US DOT will look at pledges from local business and entities. The Fly Grand Coalition has done well with getting pledges of \$500,000 total amount. The Airport Authority has pledged to waive fees for the start up airline up to \$300,000 as well as marketing up to \$100,000. We won't know when/if we will be receiving this grant until this fall. And then going from there, the Airport Authority would be the legal representation for the grant and would have a separate account for the grant dollars and manage where the grant dollars are used and report on that, similar to how the grants have been done in the past.
- d) Riesinger mentioned that he has had discussions with Delta on a possible fourth flight. After the JumpStart Conference, we sent a letter requesting support to Delta's CEO Ed Bastian and they planning on adding a fourth flight to the schedule the summer of 2025 or sooner. They recognize the need for a fourth flight and had not been able to do that with the lack of pilots. We did plan for that in the 2025 budget. The fact that we are on their radar is a good sign.
- e) Riesinger updated in the CrowdStrike computer issue. The program update affected many businesses and affected us at the Airport Authority briefly Friday morning as we could not connect our emails. Many airlines were impacted and had difficulty recovering. As of Monday morning, Delta had cancelled 5,000 plus flights. GFK did not cancel flights but had delays. They should be back to normal operations today.
- f) Riesinger provided a handout of the State legislative request for the next biennium session. There are 3 unique projects that are seeking legislative dollars, the new terminal in Dickinson, the terminal expansion at Hector Fargo, and the Runway Reconstruction at GFK. We are pooling resources together and will be asking legislators in the next session. The overall ask is \$120 million, \$30 million to Dickinson airport, \$60 million to the Hector Fargo airport, and \$30 million to GFK. Our overall project cost will be \$75 million. The group has briefed the Governor's Office, Senate and House Leadership, and the North Dakota Aeronautics Commission.
- g) Riesinger had a handout of a press release about the US Hwy 2, County Road 5, and Airport Drive Intersection. A meeting was held virtually by the US DOT early this month with 30 individuals. Riesinger and Joey Castiglione participated as well as GF County Sheriff Schneider who brought some great insight to the meeting. He talked about the speed that people are driving on Hwy 2. The next steps are bringing on a consultant and start the environmental process. There are 3 primary

options. 1. Leaving it as is but with more lights and signs, 2. Reduced conflict intersection or j cuts, 3. A roundabout. Riesinger shared a google map image of a roundabout in Green Bay, WI outside of their airport and another outside of South Bend, IN outside of their airport. Riesinger sent these to the ND DOT and others on the meeting call. A diamond interchange is still on the table, but the cost is high. The Airport Authority wants the intersection to be as safe as possible for passengers, tenants, employees, etc. More public discussions and meetings to come.

- h) Riesinger wanted to thank all the sponsors: Mead & Hunt, Camrud, Maddock, Olson & Larson and Allegiant Air; and everyone who attended the 4th Annual GFK Invitational Golf Outing.

3. Chairmans Report

Chair Simonson welcomed Rebecca Osowski. Also congratulated Joey, Scott, Cason, Mead & Hunt, and the Strata crew for completing phase 1A two days early. Also noted it's the Fargo Airshow this weekend on Saturday and Sunday. They have the Blue Angels there this year.

C. New Business

1. 2025 Budget Review – 1st Reading

A presentation and review of the proposed 2025 Budget will be conducted during the meeting.

The proposed 2025 Budget is attached.

It is planned that a 2nd review, and approval, will be completed at the August Board meeting.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the 1st reading of the 2025 Budget.

A motion was made by Mutchler to approve the 1st reading of the 2025 Budget. The motion was seconded by Meland to approve the 1st reading of the 2025 Budget.

Roll Call Vote:

Bollingberg- Aye

Kuhlman- not present

Meland- Aye

Mutchler- Aye

Osowski-Aye

Pic- not present

Action Taken: Motion carried unanimously.

2. Car Rental Concession Agreements – Amendment #3

The current agreements with our car rental operators expire July 31, 2024. The respective operators are Enterprise RAC Company of Montana/Wyoming (Enterprise/National), Overland West (Hertz), and Reliance Leasing (Avis). The current terms of all three agreements are identical, and they all continue to provide excellent service and reliability for our airport customers.

Included in the board packet are the three respective amendments that accomplish the following:

1. Extend the term of the agreements for an additional period of four (4) years upon the expiration of the current Term;
2. Adds the Federally required non-discrimination language relative to our recently approved Title VI Plan.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Amendment #3 to the respective Car Rental Concession Agreements and authorize the Executive Director to execute the required documents.

A motion was made by Bollingberg to approve Amendment #3 to the respective Car Rental Concession Agreements and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler to approve Amendment #3 to the respective Car Rental Concession Agreements and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Bollingberg- Aye

Kuhlman- not present

Meland- Aye

Mutchler- Aye

Osowski- Aye

Pic- not present

Action Taken: Motion carried unanimously.

3. Runway 27R Reconstruction Project – Change Order #1

A memo was provided by Mead & Hunt which details the reason, justification, and cost increase for Change Order #1 to the Runway 27R Reconstruction Project.

Change Order #1 is to obliterate existing runway pavement markings and install four additional runway threshold lights so as to upgrade the runway to a non-precision approach. Airport Authority Maintenance staff will remark the pavement with in-house equipment, so these line items were removed from the project.

Change Order #1 results in a net cost increase of \$48,205.90. This will be a 100% local airport cost.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Change Order #1 to the Runway 27R Reconstruction Project, which results in a cost increase of \$48,205.90, and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve Change Order #1 to the Runway 27R Reconstruction Project, which results in a cost increase of \$48,205.90, and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler to approve Change Order #1 to the Runway 27R Reconstruction Project, which results in a cost increase of \$48,205.90, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Bollingberg- Aye

Kuhlman- not present

Meland- Aye

Mutchler- Aye

Osowski- Aye

Pic- not present

Action Taken: Motion carried unanimously.

4. Runway 27R Reconstruction Project – Change Order #2

A memo was provided by Mead & Hunt which details the reason, justification, and cost increase for Change Order #2 to the Runway 27R Reconstruction Project.

Change Order #2 is to install an automatic gate operator with security card readers at the South Gate along Old County Road 5.

Change Order #2 results in a net cost increase of \$37,500.00. This will be a 100% local airport cost.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Change Order #2 to the Runway 27R Reconstruction Project, which results in a cost increase of \$37,500.00, and authorize the Executive Director to execute the required documents.

A motion was made by Bollingberg to approve Change Order #2 to the Runway 27R Reconstruction Project, which results in a cost increase of \$37,500.00, and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler to approve Change Order #2 to the Runway 27R Reconstruction Project, which results in a cost increase of \$37,500.00, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Bollingberg- Aye

Kuhlman- not present
Meland- Aye
Mutchler- Aye
Osowski- Aye
Pic- not present

Action Taken: Motion carried unanimously.

5. Runway 27R Reconstruction Project – Change Order #3

A memo was provided by Mead & Hunt which details the reason, justification, and cost increase for Change Order #3 to the Runway 27R Reconstruction Project.

Change Order #3 is to install a new airfield sign, including the sign pad, conduit, cable and connections. We have the opportunity to get this work done now as part of the current runway reconstruction project.

Change Order #3 results in a net cost increase of \$38,000.00. This will be a 100% local airport cost.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Change Order #3 to the Runway 27R Reconstruction Project, which results in a cost increase of \$38,000.00, and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve Change Order #3 to the Runway 27R Reconstruction Project, which results in a cost increase of \$38,000.00, and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve Change Order #3 to the Runway 27R Reconstruction Project, which results in a cost increase of \$38,000.00, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Bollingberg- Aye
Kuhlman- not present
Meland- Aye
Mutchler- Aye
Osowski- Aye
Pic- not present

Action Taken: Motion carried unanimously.

6. Airport Authority Board Committee Assignments

Recently we have had a new member appointed to the Airport Authority Board of Commissioners, City Council representative Rebecca Osowski. With this change, I recommend appointing our Airport Authority Board Commissioners to the following committees:

Air Service – Tim Mutchler, Karl Bollingberg
Employee Relations – Cynthia Pic, Rebecca Osowski
Finance – Tim Mutchler, Rick Meland
General Aviation – Steve Kuhlman, Rick Meland
Marketing – Cynthia Pic, Rebecca Osowski
Real Estate – Steve Kuhlman, Karl Bollingberg

* Note that Chair Simonson will serve as an Ex-Officio member for all Committees.

EXECUTIVE DIRECTOR’S RECOMMENDATION: For Chair Simonson to appoint our Airport Authority Board of Commissioners members to the various Committees as detailed above.

Chair Simonson appoints assigned committees as listed:

Air Service – Tim Mutchler, Karl Bollingberg
Employee Relations – Cynthia Pic, Rebecca Osowski
Finance – Tim Mutchler, Rick Meland
General Aviation – Steve Kuhlman, Rick Meland
Marketing – Cynthia Pic, Rebecca Osowski
Real Estate – Steve Kuhlman, Karl Bollingberg

The meeting adjourned at 9:34 a.m.

Respectfully submitted,
Katie Olson
GFRAA Administrative Assistant

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS MEETING**

August 22, 2024

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, August 22, 2024, presided by Chair Simonson. The Members present were Tim Mutchler, Karl Bollingberg, Rick Meland and Steve Kuhlman. Members present via Zoom were Cynthia Pic and Rebecca Osowski. Also present were Mead & Hunt's Steve Synhorst, Josh Brelje, and Tom Schauer (via zoom), Airport Attorney Tim Dittus, City of Grand Fork's Mayor Brandon Bochenski, Grand Forks City Council President Dana Sande, UND Aerospace Dean Robert Kraus and Chief Flight Instructor Jeremy Roesler, Knox Radio Jim Johnson, GFK On-Call's Harlan Jensen, and AvFlight's Jeff Ohman. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:00 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chair Simonson asked for a motion to approve the minutes from July 25, 2024, as written. A motion was made by Bollingberg to approve the minutes from July 25, 2024, as written. The motion was seconded by Mutchler to approve the minutes from July 25, 2024, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Gravseth reviewed July 2024 monthly revenue vs. budget and commissions. Forecasted landings are under forecasted target. Enplanements are down slightly. ARPA reimbursement was submitted in July. Commissions are on target for this month. Fuel Flowage did not hit the budgeted target for this month.

2. Director Report

- a) Riesinger updated on the runway project. Currently, Strata is installing signage and lighting on the west side of the crosswind runway. We are planning a ribbon cutting ceremony for the opening of the crosswind runway for mid-October.

The 100LL and Diesel fuel farms are substantially completed, and we are working on the punchlist items before they are ready for use.

T-Hangar tenants are moving in and we plan to have 10 tenants moved in by the end of the year.

- b) Riesinger updated on the Small Committee Air Service Development (SCASD) Grant. The grant application was submitted in July. We don't anticipate hearing back until the end of September or early October. There is a Task Force Meeting scheduled for October 22nd. Riesinger plans to attend the Allegiant Air Service Conference in early October, and the TakeOff Air Service Conference at the end of October with Keith Lund, the Meehan Aviation Group, and Mead & Hunt.
- c) Riesinger announced that Allegiant has extended their schedule to the end of May with additional flights to Mesa and Orlando. Those additional flights will be reflected in the 2025 budget.
- d) Riesinger announced that Oakwells restaurant is working on an agreement to sell to Tailwinds. They are working to just transfer the agreement to them. Signage will be changing but employees will remain.
- e) Riesinger mentioned there was nothing to report on the US Highway 2/Airport Dr intersection. There will be an open public input meeting in September.
- f) Riesinger mentioned that yesterday we had a CIP meeting with Mead & Hunt and FAA members. We received great comments and support from the FAA.
- g) Riesinger was informed that the City of Grand Forks was cutting 2 mills for the airport from the City's budget, and Grand Forks County needed to cut 2 mills from the airport from the County budget or they would end up having to make up for the mills the City cut. Commissioner Bollingberg voiced his concerns about the City cutting the mills. Mayor Bochenski then addressed the Board and explained the reasoning for cutting the mills.

3. Chairmans Report

Chair Simonson welcomed and thanked Mayor Bochenski and City Council President Dana Sande for attending today's meeting.

C. New Business

1. 2025 Budget Review – 2nd Reading

A presentation and review of the proposed 2025 Budget was conducted during the meeting.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the 2nd reading of the 2025 Budget.

A motion was made by Meland to approve the 2nd reading of the 2025 Budget. The motion was seconded by Kuhlman to approve the 2nd reading of the 2025 Budget.

Roll Call Vote:

Bollingberg- Aye

Kuhlman- Aye

Meland- Aye

Mutchler- Aye

Osowski- Not present

Pic- Aye

Action Taken: Motion carried unanimously.

2. 2025 Capital Improvement Plan (CIP) Review and Approval

The Airport's Capital Improvement Plan (CIP) is a listing of all proposed projects that are eligible for FAA or State funding. Typically, the CIP will forecast for at least 5 years, but in some cases the timeline could be longer.

The 2025 CIP was reviewed at the meeting.

It is important to note that each project will be approved individually by the Airport Authority Board at the time bids are received. Therefore, an approval of the CIP is not an approval for the individual projects to proceed.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the 2025 Capital Improvement Plan.

A motion was made by Kuhlman to approve the 2025 Capital Improvement Plan. The motion was seconded by Bollingberg to approve the 2025 Capital Improvement Plan.

Roll Call Vote:

Bollingberg- Aye

Kuhlman- Aye

Meland- Aye

Mutchler- Aye

Osowski- Aye

Pic- Aye

Action Taken: Motion carried unanimously.

3. 1500 ARFF Vehicle PFC Bid Award

This PFC project is intended to replace an existing 2004 reserve ARFF vehicle. Bids were solicited via Sourcewell, a service cooperative created by the Minnesota legislature as a local unit of government (Minn. Const. art. XII, sec. 3). for a replacement 1500 class VI ARFF vehicle. Sourcewell contracts often provide more competitive pricing and terms than direct contracts and is available to any local or state government entities.

Bids were received from 3 manufacturers: Oshkosh, Rosenbauer, and E-One. All bids meet or exceed the FAA advisory circular 150/5220-10E specification for ARFF vehicles.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the bid for Rosenbauer as the lowest qualified bidder, in the amount of \$1,013,577.00, and authorize the Executive Director to sign the notice to proceed.

A motion was made by Mutchler to approve the bid for Rosenbauer, and the lowest qualified bidder, in the amount of \$1,013,577.00, and authorize the Executive Director to sign the notice to proceed. The motion was seconded by Meland to approve the bid for Rosenbauer, and the lowest qualified bidder, in the amount of \$1,013,577.00, and authorize the Executive Director to sign the notice to proceed.

Roll Call Vote:

Bollingberg- Aye

Kuhlman- Aye

Meland- Aye

Mutchler- Aye

Osowski- Aye

Pic- Aye

Action Taken: Motion carried unanimously.

The meeting adjourned at 9:31 a.m.

Respectfully submitted,

Katie Olson

GFRAA Administrative Assistant

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS MEETING**

September 26, 2024

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, September 26, 2024, presided by Vice-Chair Pic via zoom. The Members present were Rick Meland and Rebecca Osowski. Member present via Zoom was Karl Bollingberg. Also present were Mead & Hunt's Steve Synhorst, Josh Brelje, Jon Scraper and Tom Schauer (via zoom), Airport Attorney Tim Dittus, UND Jeremy Roesler and Dr. Kim Kenville, Knox Radio Jim Johnson, and AvFlight's Jeff Ohman. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:00 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Vice-Chair Pic asked for a motion to approve the minutes from August 22, 2024, as written. A motion was made by Meland to approve the minutes from August 22, 2024, as written. The motion was seconded by Mutchler to approve the minutes from August 22, 2024, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Gravseth reviewed August 2024 monthly revenue vs. budget and commissions. Actual landings are 103, forecasted landing were 102. Forecasted enplanements were 7,691 and actual enplanements were 6,999. August has a Net Loss of (46,650) vs. budgeted loss of (16,034). 2024 Net Revenue budgeted \$141,613. August YTD expense: \$2,714,449 vs. budget \$2,993,999 under by (\$279,550) August is over budget \$32,543. Restaurant, Car Rental, Parking Lot and Fuel Flowage commissions are on budget. August revenue per enplanement is \$16.17 and cost per enplanement is \$7.72.

2. Director Report

- a) Riesinger updated on the crosswind runway project. The paving is completed on both the runway and taxiway. They are working on final grading, runway grooving, pavement marking, and airfield electrical.
- b) Riesinger mentioned that we are planning a Ribbon Cutting Event for 27R/9L Runway either October 15th or 16th mid-morning. It will be held on the extended portion of the taxiway. Invitations will be sent out via email.

- c) Riesinger update on fueling system. They are in the process of a final punch list mode and wrapping things up.
- d) Riesinger update on T-Hangar tenants. They are in the process of moving the tenants out of the old T-Hangars and having them sign new lease agreements to move to the new T-Hangars.
- e) Riesinger mentioned he will be attending the Allegiant Conference. They will be talking about more flights in the schedule and having Mesa year round. The TakeOff Conference is in October and Riesinger will be attending that with Keith Lund from the EDC.
- f) Riesinger is hoping to hear about the small community air service grant soon, more information and updates to come as soon as we hear something on this.
- g) Riesinger announced that Grand Forks was selected to be the upcoming site for the 2026 National Association of State Aviation Officials (NASAO) Conference. This year it was held in Pittsburgh, PA and next year it will be held in Anchorage, AK. After holding the FlyND Conference here, Grand Forks really made a name for itself. We have a lot of unique assets to show off like Cirrus, Grand Sky, UND Aerospace, and Northrup Grumman.
- h) Riesinger provided information from the public engagement meeting that was held to discuss U.S. Hwy 2 / County Road 5 / Airport Drive intersection. Riesinger presented the powerpoint presentation slides of the six potential alternatives that were presented by the ND DOT. They can be viewed at <https://www.dot.nd.gov/events/public-engagement-meeting-us-2-and-airport-drivecounty-road-5-intersection-near-grand-forks>

3. Chairmans Report

No chair report.

C. New Business

1. Runway 9L Extension Project – Paving – Change Order #7

A memo was provided by Mead & Hunt which details the reason, justification, and cost increase for Change Order #7 to the Runway 9L Extension Project – Paving.

Change Order #7 is to add a quantity of 5,000 cubic yards of topsoil, including loading and hauling.

Change Order #7 results in a cost increase of \$46,500.00.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Change Order #7 to the Runway 9L Extension Project – Paving phase, which results in a cost increase of \$46,500.00, and authorize the Executive Director to execute the required documents.

A motion was made by Osowski to approve Change Order #7 to the Runway 9L Extension Project – Paving phase, which results in a cost increase of \$46,500.00, and authorize the Executive Director to execute the required documents.

The motion was seconded Bollingberg to approve Change Order #7 to the Runway 9L Extension Project – Paving phase, which results in a cost increase of \$46,500.00, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Bollingberg- Aye

Kuhlman- Not present

Meland- Aye

Mutchler- Not present

Osowski- Aye

Pic- Chairing the meeting

Simonson- Not present

Action Taken: Motion carried unanimously.

2. Terminal & Customs Backup Generator Project – Change Order #2

Mead & Hunt provided a memo, which details the reason, justification, and cost for Change Order #2 to the Terminal & Customs Backup Generator Project.

This Change Order is to add several upgrades to comply with codes for the existing elevators in the passenger terminal building, to include additional conduit and cable runs to allow communication between the elevators and the generator, an upgrade to the elevator controllers, and installation of status lights to indicate when the elevator is utilizing backup generator power.

Change Order #2 results in a cost increase of \$9,866.00. This amount is eligible to be funded with our PFC Application.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve Change Order #2 to the Terminal & Customs Backup Generator Project with a cost increase of \$9,866.00.00 and authorize the Executive Director to execute the required documents.

A motion was made by Osowski to approve Change Order #2 to the Terminal & Customs Backup Generator Project with a cost increase of \$9,866.00.00 and authorize the Executive Director to execute the required documents.

The motion was seconded Meland to approve Change Order #2 to the Terminal & Customs Backup Generator Project with a cost increase of \$9,866.00.00 and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Bollingberg- Aye

Kuhlman- Not present

Meland- Aye
Mutchler- Not present
Osowski- Aye
Pic- Chairing the meeting
Simonson- Not present

Action Taken: Motion carried unanimously.

3. October Airport Authority Board Meeting Date

Riesinger will be attending the TakeOff Air Service Conference in Green Bay, WI, from October 22nd-24th. Our October Board Meeting is currently scheduled for October 24th. In an effort to avoid a conflict with the Conference it is recommended to reschedule the meeting for the following week. Airport Staff would be available on the morning of October 31st for the meeting.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to set the date for the October Airport Authority Board of Commissioners meeting as Thursday, October 31st, at 8:00 am.

A motion was made by Bollingberg to set the date for the October Airport Authority Board of Commissioners meeting as Thursday, October 31st, at 8:00 am.

The motion was seconded by Meland to set the date for the October Airport Authority Board of Commissioners meeting as Thursday, October 31st, at 8:00 am.

Roll Call Vote:

Bollingberg- Aye
Kuhlman- Not present
Meland- Aye
Mutchler- Not present
Osowski- Aye
Pic- Chairing the meeting
Simonson – Not present

Action Taken: Motion carried unanimously.

The meeting adjourned at 8:45 a.m.

Respectfully submitted,
Katie Olson
GFRAA Administrative Assistant

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS MEETING**

October 31, 2024

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, October 31, 2024, presided by Chair Simonson. The Member present was Tim Mutchler. Members present via Zoom were Karl Bollingberg, Steve Kuhlman, and Cythia Pic. Also present were Mead & Hunt's Josh Brelje, Jon Scraper, and Tom Schauer via Zoom, Airport Attorney Tim Dittus, UND's Jeremy Roesler and Dr. Kim Kenville, Knox Radio Jim Johnson, and Kyle Black GFK Flight Support, Jeff Vasdahl and Harlan Jensen GFK On-Call, and Alan Frazier T-Hangar Tenant. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker, ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:00 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chair Simonson asked for a motion to approve the minutes from September 26, 2024, as written. A motion was made by Mutchler to approve the minutes from September 26, 2024, as written. The motion was seconded by Kuhlman to approve the minutes from September 26, 2024, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Gravseth reviewed September 2024 monthly revenue vs. budget and commissions. Delta's load factor is at 80%. The forecasted enplanements for both Delta and Allegiants were 7,481 and the actual enplanements were 6,019 keeping in mind that we anticipated 1 Delta flight to be a 110-seat aircraft. Operating Snapshot has a net gain of \$213,692 vs. a budgeted gain of \$185,606 in September. Budget vs. Revenue year to date is \$3,694,526 vs. \$3,500,245, above budget by \$194,282. September is above budget by \$136,496. Budget vs. Expense year to date is \$3,146,720 vs. \$3,318,413, under by \$171,693. September is over budget by \$108,409. Commissions are strong and above budget. Revenue per enplanement is \$16.08 and cost per enplanement is \$8.73.

2. Director Report

- a) Riesinger reported that the Ribbon Cutting Event for the opening of 9L/27R was held on October 16th. This was a big accomplishment. \$50 million was provided by the FAA, \$8.7 million was provided by state funding and \$10.7 million was

- provided by local funding. Riesinger had many thanks to Mead & Hunt, KLJ, GFK Board of Commissioners, Joey Castiglione, Krista Gravseth, GFK Maintenance and ARFF/Operations staff and Korrie Wenzel of the Grand Forks Herald for preparing a video (which was shown at this time).
- b) Riesinger updated on the diesel fueling system. The system is now operational and the 100LL system is getting closer to being operational. The Terminal Generator project is close to completion.
 - c) Riesinger mentioned that the design for the primary runway project is ongoing. Bids will be received in 2025 and the project construction will begin in 2026.
 - d) Riesinger mentioned that he had attended the Allegiant Air Service Conference in the beginning of October, where he learned that low-cost air carriers like Frontier, and Spirit are having financial troubles. They had talks about increasing frequency of Mesa flight and extending the season or having Mesa flights year-round. There were discussions about new routes to Nashville and possibly St. Petersburg, FL, in the future. Allegiant showed us that we are sitting at the 31 percentile for rates and charges in their system.
 - e) Riesinger updated that last week he was at the TakeOff Air Service Conference with Mead & Hunt, the Meehan Aviation Group, and Keith Lund from the EDC. We have yet to receive word on the Small Community Air Service Grant.
 - f) Riesinger gave an update on the Airport Drive and US Highway 2 intersection. Riesinger had received comments from our Board members about all the possibilities the DOT has presented, and it was not a unanimous discussion. Everyone agrees to not cut off the north/south access to Airport Drive. Riesinger gave a copy of the letter to the board members that he had sent to the DOT.
 - g) Riesinger reported that GFK-On-Call has filed a Part 13 complaint with the FAA. Executive sessions may need to be held in the near future.
 - h) Riesinger reported that Commissioner Bollingberg has closed on the sale of his home in Grand Forks. To be on the Board of Commissioners you must have a Grand Fork County address, as of Friday, Commissioner Bollingberg is no longer on the board. Thank you for your 14 years of service on the board.

3. Chairmans Report

Chair Simonson thanked Commissioner Bollingberg for his years of service on the board. Welcome to the new faces in the room. The Ribbon Cutting Event was a great success. I hope to see an increase in commercial service and growth.

C. New Business

1. Runway 27R Reconstruction Project – Change Order #4

A memo was provided by Mead & Hunt which details the reason, justification, and cost increase for Change Order #4 to the Runway 27R Reconstruction Project.

Change Order #4 is to connect the Precision Approach Path Indicator (PAPI) circuit to the existing electrical vault, which required additional cabling/connections and the repurposing of a spare regulator until the new electrical vault can be constructed.

Change Order #4 results in a net cost increase of \$12,830.00. This will be a 100% local airport cost.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve Change Order #4 to the Runway 27R Reconstruction Project, which results in a cost increase of \$12,830.00, and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve Change Order #4 to the Runway 27R Reconstruction Project, which results in a cost increase of \$12,830.00, and authorize the Executive Director to execute the required documents. The motion was seconded by Kuhlman to approve Change Order #4 to the Runway 27R Reconstruction Project, which results in a cost increase of \$12,830.00, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Kuhlman- Aye

Meland- not present

Mutchler- Aye

Osowski- not present

Pic- Aye

Simonson- Chairing the meeting

Action Taken: Motion carried unanimously.

2. Runway 27R Reconstruction Project - Airside Solutions – Airfield Lighting Control and Monitoring System Update

A memo was provided by Mead & Hunt which details the reason, justification, and cost for this update of the Airfield Lighting Control System.

Now that Runway 9L/27R is re-opened we have a need to restore the Airfield Lighting Control and Monitoring System (ALCMS) to reflect the updated airfield geometry.

This work by Airside Solutions was completed at a cost of \$13,036.41. This amount will be funded 100% local.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the Airside Solutions update to the Airfield Lighting Control and Monitoring System in the amount of \$13,036.41, and authorize the Executive Director to execute the required documents.

A motion was made by Pic to approve the Airside Solutions update to the Airfield Lighting Control and Monitoring System in the amount of \$13,036.41, and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler to approve the Airside Solutions update to the Airfield Lighting Control and Monitoring System in the amount of \$13,036.41, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Kuhlman- Aye

Meland- not present

Mutchler- Aye

Osowski- not present

Pic- Aye

Simonson- Chairing the meeting

Action Taken: Motion carried unanimously.

3. Approval of FAA Reimbursable Agreement

As part of the design for the reconstruction of Runway 17R/35L, there is a need to enter into a Reimbursable Agreement with the FAA to design and coordinate shutdowns of their equipment and facilities during the construction. When we enter into a reimbursable agreement, we pay for the estimated FAA costs upfront and then are reimbursed with FAA grant funding when it is made available during the project.

The purpose of this Reimbursable Agreement is for the FAA to perform site visits, preliminary design, engineering, review, and construction/installation activities for our Runway 17R/35L reconstruction project. This project will impact FAA facilities including Grand Forks International Airport (GFK) Fiber Optics Transmission System (FOTS), GFK Runway Visual Range (RVR), Runway (RWY) 35L Glide Slope (GS), RWY 35L Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR), RWY 17R Precision Approach Path Indicator (PAPI), RWY 17R Runway End Identification Lights (REIL), GFK Service Weather System (SWS), GFK Automatic Surface Observation System (ASOS), and FAA cabling and infrastructure including copper/fiber lines. This Agreement also allows for the site visit, preliminary design, engineering, review, and construction/installation activities for the new GFK Westside Electrical Vault construction and relocation.

The cost for these services is \$406,261.29 and are planned to be reimbursed at 90% Federal and 5% State funding. This was a budgeted item for 2024.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the FAA Reimbursable Agreement, and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve the FAA Reimbursable Agreement, and authorize the Executive Director to execute the required documents. The motion was seconded by Pic to approve the FAA Reimbursable Agreement, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Kuhlman- Aye
Meland- not present
Mutchler- Aye
Osowski- not present
Pic- Aye
Simonson- Chairing the meeting

Action Taken: Motion carried unanimously.

4. Date for November Airport Authority Board meeting

Our November Airport Authority Board of Commissioners meeting date is regularly moved one week earlier so as to avoid a conflict with the Thanksgiving Holiday. Airport Staff will be available on Thursday, November 21st, for the meeting.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to set the date for the November Airport Authority Board of Commissioners meeting as Thursday, November 21st, at 8:00 am.

A motion was made by Kuhlman to set the date for the November Airport Authority Board of Commissioners meeting as Thursday, November 21st, at 8:00 am. The motion was seconded by Mutchler to set the date for the November Airport Authority Board of Commissioners meeting as Thursday, November 21st, at 8:00 am.

Roll Call Vote:

Kuhlman- Aye
Meland- not present
Mutchler- Aye
Osowski- not present
Pic- Aye
Simonson- Chairing the meeting

Action Taken: Motion carried unanimously.

5. Approval of Quote to demo old T-Hangars

As part of our Airport Master Plan, it has been our intent to build new T-Hangars, and demo the old T-Hangars to make space available for larger corporate hangars in the future. The new T-Hangars are now operational and all tenants will be out of the old

T-Hangars very soon. The old T-Hangars date back to the early 1960's and are well beyond their useful life.

We have received quotes from three qualified contractors to demo the old T-Hangars. These are attached. The low quote was from Gowan Construction at \$107,181.85 and includes demo of the two rows of T-Hangars and associated concrete pavement removal, which is in very poor condition (see attached removal plan and quotes).

The low quote also includes the demo of a hangar owned by the UND Aerospace Foundation. Per the terms of the ground site lease with UND Aerospace Foundation, it is required to remove or raze the building and other improvements on Parcel No. 7 and restore Parcel No. 7 to its original pre-construction condition at its sole cost and expense. If they don't, the Airport Authority can remove or raze the building and other improvements and restore Parcel No. 7 and UND Aerospace Foundation must reimburse the Airport Authority for all of its costs incurred in performing those activities. We are currently in communication with the UND Aerospace Foundation on their preferred path forward.

The T-Hangar demo was included in our 2024 budget.

EXECUTIVE DIRECTOR'S RECOMMENDATION: A motion to approve the quote of Gowan Construction to demo the old T-Hangar's, in the amount of \$107,181.85, and authorize the Executive Director to execute the required documents.

A motion was made by Mutchler to approve the quote of Gowan Construction to demo the old T-Hangar's, in the amount of \$107,181.85, and authorize the Executive Director to execute the required documents. The motion was seconded by Pic to approve the quote of Gowan Construction to demo the old T-Hangar's, in the amount of \$107,181.85, and authorize the Executive Director to execute the required documents.

Roll Call Vote:

Kuhlman- Aye

Meland- not present

Mutchler- Aye

Osowski- not present

Pic- Aye

Simonson- Chairing the meeting

Action Taken: Motion carried unanimously.

6. Other New Business

Mr. Alan Frazier presented a PowerPoint presentation on the concerns he had with the previously rented T-hangars. He was concerned that the past would reoccur with the new T-hangars. He had concerns about avfuel prices, no restrooms and no wifi in the T-hangars. Riesinger commented that CARES funds were used to improve tenant space. We have wifi currently being installed. The Grand Forks Regional Airport

Authority will be responsible for the maintenance of the T-hangars, not AvFlight. The rent of \$350 a month is comparable to T-hangars in the area. As of today, we have 9 tenants. Riesinger asked that the Board also get a copy of the PowerPoint presentation for those not in attendance today.

Action Taken: none

The meeting adjourned at 8:45 a.m.

Respectfully submitted,
Katie Olson
GFRAA Administrative Assistant

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS MEETING**

November 21, 2024

The Grand Forks Regional Airport Authority Board of Commissioners met in its regular session in the Board Room of the Byron L. Dorgan Terminal on Thursday, November 21, 2024, presided by Chair Simonson. The Members present were Rebecca Osowski and Tony Hodny. Members present via Zoom were Rick Meland and Cynthia Pic. Also present were Mead & Hunt's Josh Brelje, Steve Synhorst and Tom Schauer via Zoom, Airport Attorney Tim Dittus and Matt Paulson, Knox Radio Jim Johnson, and Kyle Black GFK Flight Support (via Zoom), Jeff Vatnsdal and Harlan Jensen, GFK On-Call. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker, ARFF/Operations Supervisor, Carter Portman, Airport Intern, and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:01 a.m.

A. Reading and Approval of Minutes

1. Approval of Minutes

- a) Chair Simonson asked for a motion to approve the minutes from October 31, 2024, as written. A motion was made by Osowski to approve the minutes from October 31, 2024, as written. The motion was seconded by Pic to approve the minutes from October 31, 2024, as written.

Action Taken: Motion carried unanimously.

B. Reports

1. Financial Report

- a) Gravseth reviewed October 2024 monthly revenue vs. budget and commissions. Allegiant had a great month for enplanements. Operating snapshot has a net gain of \$15,873 vs. a budgeted loss of (\$18,164) in October 2024 Net Revenue budgeted \$141,613. Overall Operating Snapshot for October has a year-to-date net gain of \$539,508 vs. year-to-date budgeted gain of \$163,668 and a Net Gain of \$15,573. Revenue for October is above budget by \$7,053. Expenses for October is under budget by (\$23,985). Commissions are on budget targets. Fuel Flowage is above the budget for October. Revenue per Enplanement is \$13.90. Cost per Enplanement \$7.39.

2. Director Report

- a) Riesinger welcomed new Board Commissioner Tony Hodny, who was appointed by the City of Grand Forks. He will be fulfilling Commissioner Bollingberg's remaining term. Commissioner Hodny is currently Chair of the Chamber of Commerce of Grand Forks/East Grand Forks.

- b) Riesinger reported how the Small Community Air Service Development Grant announcement was made about an hour after the Board meeting last month, October 31st. We are very pleased to announce that we have been awarded that grant and will be receiving the full one-million-dollar grant request to provide the minimum revenue guarantee and marketing support. The service is likely to be United/Skywest to Denver. Paperwork and discussions will happen with United and Skywest. And to note this will all take some time to get this service started up. We are one of 14 applicates that received the grant and one of five that had on their application they were seeking United service to Denver. Great Community effort with over 500,000 dollars pledged to help us get this grant. Riesinger will continue to provide updates as they come.
- c) Riesinger provided project updates. Both the diesel and 100LL fueling systems are operational. The 100LL system is a self-service system. The price is 50 cents less than the full-service system. The terminal generator is online and has been tested. When this terminal was first opened in 2013, there was a generator provided but that only provided limited emergency back power. With some of the power disruptions we have had, although not frequent, it is a disruption. We had the opportunity to upgrade the generator to provide full back-up power and not interfere with air carrier operations, so we jumped on that. We also started the demolition of the old T-hangars. Last month the board approved demo and that is progressing quickly.
- d) Riesinger mentioned a side note that the crosswind runway is open and with the strong winds we experienced the early morning Delta flight took off from 27R and have had other commercial flights use that new runway.
- e) Riesinger mentioned that UND had their busiest October on record. They had 13,764 flight hours. The previous record was in 2022 with 12,664 flight hours. They are at a compacity with 1,700 students. And we have had good weather.
- f) Riesinger mentioned that we are gearing up for the ND State legislative session now that we have the election behind us. Riesinger had handouts to show the ND airports and their projects. With Dickinson, Fargo, and Grand Forks asking for \$120 million for a new terminal, terminal renovation, and runway reconstruction. These are large generational projects. The school district is hosting a luncheon on December 5th and the Chamber is hosting a dinner on December 10th and this is an opportunity to meet with legislators. We are hoping that Governor Burgum includes this ask in the Governor's budget.
- g) Riesinger mentioned that they have officially announced the 2026 UND Hockey Hall of Fame Game will take place in Austin, TX on October 31, 2026. Gives the opportunity to work with Allegiant and other travel agencies to book charters for this weekend.

3. Chairmans Report

Chair Simonson welcomed Commissioner Hodny to the board. He also wanted to wish the Airport Administration, Staff and all the friends of the airport a very Happy Thanksgiving.

C. New Business

1. 2025 Airline Rates & Charges

Every December the Airport Authority Board of Commissioners officially sets the Airline Rates & Charges for the following year. These are in accordance with the GFK Airline Financial Model (Model). The Model takes all Airport Authority expenses and allocates them to Cost Centers (Airfield, Terminal, ARFF, Other) to arrive at fair Rates & Charges for cost recovery. It also applies “Discretionary Revenue Share Credits” to write down the gross Landing Fee and gross Joint Use Premises Rate.

For 2025, we are proposing the following Airline Rates & Charges, per the Model and our approved 2025 Budget:

Landing Fees – includes Landing Fee and ARFF Fee	2023	2024	2025
Net Rate per 1000 lbs. landed weight	\$2.65	\$2.65	\$2.85
Terminal Rents	2023	2024	2025
Terminal Rental Rate – per sq. ft.	\$21.19	\$26.62	\$27.94
Jet Bridge Fees	2023	2024	2025
Jet Bridge Use Fee (per use)	\$13.59	\$22.26	\$23.36

NON-SIGNATORY AIRLINE RATES & CHARGES - A 25% premium will be added to the Signatory Airline Rates & Charges, resulting in the following rates for Non-Signatory Airlines:

	2023	2024	2025
Landing Fee per 1000 lbs. landed weight	\$3.31	\$3.44	\$3.56
Terminal Use Fee (per use)	\$315.71	\$361.51	\$356.10
Jet Bridge Use Fee (per use)	\$16.99	\$27.83	\$29.20

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to approve the 2025 Airline Rates & Charges for Signatory Airlines: Net Landing Fee (\$2.85 per 1000 lbs. landed weight), Terminal Rental Rate (\$27.94 per sq. ft.), and Jet Bridge Use Fee (\$23.36 per use); and for Non-Signatory Airlines: Landing Fee (\$3.56 per 1000 lbs. landed weight), Terminal Use Fee (\$356.10 per use), and Jet Bridge Use Fee (\$29.20 per use).

All are to be effective January 1, 2025.

A motion was made by Osowski to approve the 2025 Airline Rates & Charges for Signatory Airlines: Net Landing Fee (\$2.85 per 1000 lbs. landed weight), Terminal Rental Rate (\$27.94 per sq. ft.), and Jet Bridge Use Fee (\$23.36 per use); and for Non-Signatory Airlines: Landing Fee (\$3.56 per 1000 lbs. landed weight), Terminal Use Fee (\$356.10 per use), and Jet Bridge Use Fee (\$29.20 per use). The motion was seconded by Meland to approve the 2025 Airline Rates & Charges for Signatory Airlines: Net Landing Fee (\$2.85 per 1000 lbs. landed weight), Terminal Rental Rate (\$27.94 per sq. ft.), and Jet Bridge Use Fee (\$23.36 per use); and for Non-Signatory Airlines: Landing Fee (\$3.56 per 1000 lbs. landed weight), Terminal Use Fee (\$356.10 per use), and Jet Bridge Use Fee (\$29.20 per use).

Roll Call Vote:

Hodny-abstained
Kuhlman- not present
Meland- Aye
Mutchler- not present
Osowski- Aye
Pic- on zoom (no response)
Simonson- Chairing the meeting

Action Taken: Motion carried unanimously.

2. December Airport Authority Board Meeting Date

Our regular December 2024 Airport Authority Board of Commissioners meeting date is scheduled for the day after Christmas. In an effort to avoid a conflict with the holiday it seemed appropriate to officially reschedule the meeting for the week prior. Airport Staff would be available on Thursday, December 19th for the meeting.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to set the date for the December Airport Authority Board of Commissioners meeting as Thursday, December 19th, at 8:00 am.

A motion was made by Osowski to set the date for the December Airport Authority Board of Commissioners meeting as Thursday, December 19th, at 8:00 am. The motion was seconded by Hodny to set the date for the December Airport Authority Board of Commissioners meeting as Thursday, December 19th, at 8:00 am.

Roll Call Vote:

Hodny-Aye
Kuhlman- not present
Meland- Aye
Mutchler- not present
Osowski- Aye
Pic- on zoom (no response)
Simonson- Chairing the meeting

Action Taken: Motion carried unanimously.

3. Discussion on Part 13 Response

At this time, a motion to proceed to executive session would be in order to discuss the Part 13 Response rather than discuss in an open meeting.

A motion was made by Osowski to discuss this topic in executive session rather than in an open meeting. The motion was seconded by Meland to discuss this topic in executive session rather than in an open meeting.

Roll Call Vote:

Hodny-Aye
Kuhlman- not present
Meland- Aye
Mutchler- not present
Osowski- Aye
Pic- on zoom (no response)
Simonson- Chairing the meeting

Action Taken: Motion carried unanimously.

The executive session was recorded, and all members of the Board of Commissioners were reminded to limit their discussion during the executive session to the announced topic. Generally, any collective decision, collective commitment, promise to make a decision (including formation of a position or policy), or other final action by the Board of Commissioners must occur after it reconvenes in an open meeting. However, the prohibition on taking final action during an executive session does not apply to guidance given by Commissioners to legal counsel in a closed attorney consultation session authorized under North Dakota Century Code section 44-04-19.1.

Members of the public who were attending the meeting in person were asked to leave the room. Those members of the public who were attending the meeting virtually via Zoom were moved into a “Waiting Room”. It was announced that we anticipate adjourning the executive session, and reconvening the open portion of the meeting, at approximately 9:50 a.m.

The minutes will show that the executive session began at 8:50 a.m. and was attended by Chair Simonson, Rebecca Osowski, and Tony Hodny. Members that called in via zoom were Rick Meland, and Vice-Chair Cynthia Pic. Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Krista Martin, Director of Finance and Administration, Cason Dunker, ARFF/Operations Supervisor, Carter Portman, Airport Intern, Katie Olson, Administrative Assistant, and Airport Attorneys Tim Dittus and Matt Paulson were in attendance.

EXECUTIVE SESSION HELD

The minutes will show that the executive session was adjourned at 9:50 a.m. Those members of the public attending in person were invited to return to the meeting room, those attending virtually via Zoom were readmitted using the “Waiting Room” feature and we were now back in open session.

EXECUTIVE DIRECTOR’S RECOMMENDATION: A motion to have the Airport Attorney and Executive Director proceed with necessary documents to proceed with the Part 13 Response.

A motion was made by Osowski to have the Airport Attorney and Executive Director proceed with necessary documents to proceed with the Part 13 Response. The motion was

seconded by Hodny to have the Airport Attorney and Executive Director proceed with necessary documents to proceed with the Part 13 Response.

Roll Call Vote:

Hodny-Aye

Kuhlman- not present

Meland- Aye

Mutchler- not present

Osowski- Aye

Pic- on zoom (no response)

Simonson- Chairing the meeting

Action Taken: Motion carried unanimously.

The meeting adjourned at 9:53 a.m.

Respectfully submitted,

Katie Olson

GFRAA Administrative Assistant

**PROCEEDINGS OF
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY
BOARD OF COMMISSIONERS MEETING**

December 19, 2024

The Grand Forks Regional Airport Authority Board of Commissioners meeting was cancelled for the month of December.

Respectfully submitted,
Katie Olson
GFRAA Administrative Assistant