

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

**January 23, 2025**

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 23, 2025, presided by Chair Simonson. The Members present were Tony Hodny, Steve Kuhlman, Rebecca Osowski, and Mark Rustad. Members present via Microsoft Teams were Rick Meland and Tim Mutchler. Also present were Mead & Hunt's Josh Brelje (in person), Carson Stuhaug and Steve Synhorst via Microsoft Teams, Airport Attorney Tim Dittus, Knox Radio Jim Johnson, and Kyle Black GFK Flight Support, AvFlight's Jeff Ohman via Microsoft Teams, Harlan Jensen GFK On-Call, UND's Dr. Kim Kenville and students via Microsoft Teams Isabella Gomez, Helena L, Taylon Haecker, and Jonathan Babcock. 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 November 21, 2024, as written. A motion was made by Osowski to approve the minutes from November 21, 2024, as written. The motion was seconded by Hodny to approve the minutes from November 21, 2024, as written.

**Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Gravseth reviewed December 2024 monthly revenue vs. budget and commissions. For the year end we forecasted 1,297 landings and had 1,282 actual landings. Enplanements were down, Delta was down 847 and Allegiant was down 497. The Operating snapshot had a net gain \$28,944 vs. budget gain of \$87,163 in December. 2024 Net Revenue budgeted \$141,613. Overall Operating snapshot by month year to date net gain of \$540,525 vs. year-to-date budgeted gain of \$141,613. December 2024 Net gain of \$ 28,944. Year to date revenue \$4,816,338 vs. budget \$4,658,686, above budget by \$157,652. December is below budget by \$28,439. Year to date expense \$4,275,814 vs. budget \$4,517,073, under by \$241,259. December is over budget by \$29,780. Restaurant commissions we budgeted \$68,000, came in just around \$66,000 very close to budget for the year. Car rentals we did budget \$471,000 for the year came at \$526,000. Parking lot revenue, we did fall short roughly \$80,000 versus the \$1,000,000 budget we had put in place. Fuel flowage we did budget \$821,000. We did come in short as well, \$48,000 under budget or

under forecast that we had hoped for at \$772,000. December was low. Revenue per Enplanement Average per year 2022 \$13.26, 2023 \$14.01, 2024 13.84. December \$11.13. Cost per Enplanement Average per year 2022 \$8.07, 2023 \$6.80, 2024 \$7.72. December \$7.34.

## 2. Director Report

- a) Riesinger welcomed new Commissioner Mark Rustad, appointed by County Board Chair Hagen for the Grand Forks County Board of Commissioners. Commissioner Rustad introduced himself.

Also welcome to Commissioner Hodny. He is relatively new to the Board of Commissioners. His first meeting was back in November and we didn't have a meeting in December. Commissioner Hodny and Riesinger had a chance to sit down yesterday and go over budgets and other items.

- b) Riesinger also welcomed the UND students joining us today via Microsoft Teams.
- c) Riesinger provided an update on legislative efforts and the Governor's budget. Early in December, we learned that Governor Bergum included the full \$120 million request that airports have made for the construction projects, the new terminal project in Dickinson, the terminal expansion in Fargo, and also the runway reconstruction project here in Grand Forks. It's been a year long effort reaching out to legislative leaders, Governor Bergum's staff and ND Aeronautics Commission and others to move forward on that. We were happy to see that in the Governor's Budget. It's a unique situation where the outgoing governor does present a budget. And then we learned early in January, Governor Armstrong released a revised budget and it did also include the full \$120 million request. This request is included in Senate Bill 2006 which is the Aeronautics Commission Budget. Last week, Riesinger was in Bismarck to testify on Senate Bill 2006 and that all went well. We also had representation from Shawn Dobberstein, Fargo, and Kelly Braun, Dickinson, and Kyle Wanner, the Director of the North Dakota Aeronautics Commission, because it is the Aeronautics Commission budget.
- d) Riesinger updated on terminal projects since we turned the calendar onto 2025. We did have several terminal projects in the budget that were approved, and some have already been started. There's a plumbing project that has been kicked off. We are in the first phase of replacing some of the cast iron plumbing with PVC, which we believe will increase and improve the flow.
- e) Riesinger mentioned that we received bids for a new exit lane monitoring system that was part of the 2025 budget. When you exit the sterile area right now and come out into the public area here on the 2<sup>nd</sup> floor, you pass through a couple of double doors. There have been many upgrades over the years to those types of systems to improve security and flow and especially backflow detection in that vicinity. We reached out to several vendors and got bids. We have selected Dormakaba, and they were within budget. We are also working with JLG right now to draw up plans to get the work done appropriately.
- f) Riesinger mentioned another project we have not yet started, but we have gotten some bids for, is the lighting project. We have had some various lighting cans and such go out of service throughout the building now. The primary challenge we are

seeing is there is much less availability of CFL replacements and LED is more energy efficient.

Commissioner Osowski would like to see more research done before this project is done. She has seen in news articles that CFL's are coming back. Joey mentioned that the type of CFL's we use here are commercial and 277 volts not residential and the local suppliers just don't have the availability of the type that we use, but we can look into it.

- g) Riesinger had an update on the rates, changes, landing fees and terminal rents that was presented in November's meeting. Commissioner Hodny had some questions about comparisons to similarly sized airports in the region and their rates, charges, landing fees and terminal rents. A survey was completed. Riesinger provided a handout. The rates that were approved at our meeting in November, which was per our 2025 budget that was passed previously, was \$2.85 for the landing fee and \$27.94 for the terminal rental rate. While Fargo's rates and charges are lower, when comparing to more similarly sized airports like Duluth, Rochester, and Minot, ours are comparable. We have also received feedback from Allegiant that our rates are in the 31<sup>st</sup> percentile (lower than average for comparable airports).
- h) Riesinger reported that we received jointly an award for the Crosswind Runway Project. The North Dakota Concrete Association awarded the project as the Airfield Project of the Year for 2024. They recognized Strata, the prime contractor, Mead & Hunt, the lead engineer, and the Airport Authority.
- i) Riesinger wanted to provide an update on the US Highway 2 and County Road 5 Intersection. The ND DOT has selected Ulteig Engineering to begin work on the next stages of any potential future projects for the intersection. Riesinger also noted the Mead & Hunt has also teamed up with Ulteig Engineering.

Commissioner Rustad commented on the ND DOT meeting that was held yesterday. He mentioned that the momentum is growing and believes a project will be starting in the near term.

- j) Riesinger reported that Agristo Potato Company has announced that Grand Forks will be a future site for them. They are considering the site where FuFeng was proposed, which is north of Simplot. Similar to other past proposed projects, a development agreement will be approved by the City of Grand Forks, and include language to address any hazards to aviation, including plumes.
- k) Riesinger updated that we have not gotten any response back yet from the FAA on our Part 13 response. We will be providing an update as soon as we get one.
- l) Riesinger also updated that we are still waiting for the grant agreement paperwork for the Small Community Air Service grant. The USDOT had previously updated that it had been sent to their legal for review. Once we hear something, we'll be coordinating with our air service consultant team as well as the expansion committee and develop our ongoing conversations with Skywest and United and how that's going to play out.
- m) Riesinger wanted to remind everyone that the REAL ID compliant deadline is May 7, 2025. The announcement has been made several times and has been extended several times. It was first released in 2003 or 2004. May 7<sup>th</sup> deadline is holding and we expect it to continue to be this date. Approximately 60% of people have the Real

ID compliant drivers license. We have posted it on our website and throughout the airport. It's posted on airline websites. After May 7<sup>th</sup>, if you are non-compliant there will be a certain number of warnings going out to passengers.

- n) Riesinger wrapped up the director's report with a quick reminder of the accomplishments for 2024 and focus areas for 2025. Starting with the opening of the crosswind runway in October and the many years of work that went into that. Also, the activation of our new Customs and Border Protection Building, T hangar facilities and fueling systems, all of those part of the CARES Act program that we worked through and had strategic sessions on and got work completed within the four year period of performance. The community effort that led to the Small Community Air Service Grant being awarded. There's more work to be done there, but just getting the award is something to be noted. And also, successfully hosting the 2024 State Fly ND Conference here in Grand Forks. It hadn't been here for quite a long time, and I think by all accounts it was knocked out of the park and really in some ways led to us being selected for the NASAO Conference in 2026.

Commissioner Osowski mentioned that she was on the Board of Equalization website and noticed that on July 9, 2024, they had a hearing where it talked about Grand Forks and Williston airports did not report properly which caused undervaluation. Commissioner Osowski was looking for an explanation of what happened in 2023 that the Board of Equalization is talking about that we misreported or we unreported and how we're going to avoid that in the future. Riesinger asked for a copy of the link to be sent to him. He was unaware of this report. He will have to research and report back to the board what he finds out.

Riesinger also mentioned that the FAA Air Traffic Control Tower plans on breaking ground in 2025.

### **3. Chairmans Report**

Chair Simonson welcomed Commissioner Mark Rustad. We look forward to working with you and thank you for being on the board. Thank you to Commissioner Cynthia Pic for her years of service. Also wanted to acknowledge the Airport Operations/ARFF and Maintenance staff, I know we have had some recent extreme cold weather and snow and wind, so I know it's a little bit of extra challenge, but thanks for doing what you guys do. With the CFL lights, Joey could maybe get some import from Commissioner Hodny on that. I think he has some expertise in that field. And lastly, it's been so rewarding to see aircraft on the crosswind runway. It's kind of fun to see something different.

## **C. New Business**

### **1. Audit Service Selection**

Per our Grand Forks Regional Airport Authority Organizational and Policy Manual, the Executive Director is to nominate entities to provide certain services to the Authority and these nominations are to be approved by the Airport Authority Board.

Airport Authority Staff has developed a schedule for these nominations. Our Audit Service provider's term expired on December 31st, 2024, and is therefore due for nomination.

Our current provider for audits, Brady Martz & Associates, have been providing very good service to the Airport Authority for many years and we recommend continuing the relationship with them for the following term:

- Audit – Brady Martz & Associates: 2025 - 2029

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve Brady Martz & Associates as our audit service provider for the term of 2025-2029.

A motion was made by Osowski to approve Brady Martz & Associates as our audit service provider for the term of 2025-2029. The motion was seconded by Kuhlman to approve Brady Martz & Associates as our audit service provider for the term of 2025-2029.

**Roll Call Vote:**

Hodny- Aye  
Kuhlman- Aye  
Meland- Aye  
Mutchler- Aye  
Osowski- Aye  
Rustad- Aye  
Simonson- chairing the meeting

**Action Taken:** Motion carried unanimously.

**2. Election of Airport Authority Board 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 and former Vice-Chair Pic were elected to serve two-year terms at our meeting held on June 27th, 2024.

At the Grand Forks County Board of Commissioners meeting held December 17th, 2024, County Board Chair Hagen assigned Grand Forks County Commissioner Mark Rustad to serve on the Airport Authority Board of Commissioners. For this reason, we now have a vacancy for our Vice-Chair position.

The newly elected Vice-Chair would fulfill the remaining term which is to expire June 30th, 2026.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A nomination from the Board for an individual to serve as Vice-Chair of the Airport Authority Board of Commissioners.

Commissioner Mutchler nominated Commissioner Kuhlman and motioned for Commissioner Kuhlman to serve as Vice-Chair of the Airport Authority Board of

Commissioners. The motion was seconded by Meland for have Commissioner Kuhlman serve as Vice-Chair of the Airport Authority Board of Commissioners.

**Roll Call Vote:**

Hodny-Aye  
Kuhlman-  
Meland- Aye  
Mutchler- Aye  
Osowski- Aye  
Rustad-Aye  
Simonson- Chairing the meeting

**Action Taken:** Motion carried unanimously.

**3. Airport Authority Board Committee Assignments**

Recently we have had two new members appointed to the Airport Authority Board of Commissioners, Commissioners Tony Hodny and Mark Rustad. With this change, I recommend appointing our Airport Authority Board Commissioners to the following committees:

Air Service – Tim Mutchler, Tony Hodny  
Employee Relations – Rebecca Osowski, Mark Rustad  
Finance – Tim Mutchler, Rick Meland  
General Aviation – Steve Kuhlman, Rick Meland  
Marketing – Rebecca Osowski, Tony Hodny  
Real Estate – Steve Kuhlman, Mark Rustad

\* 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.

**Action Taken:** Chair Simonson approves committee appointments as written above.

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**

**February 27, 2025**

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, February 27, 2025, presided by Chair Simonson. The Members present were Steve Kuhlman and Tony Hodny. Members present via Microsoft Teams were Rick Meland, Rebecca Osowski, and Mark Rustad. Also present were Mead & Hunt's Josh Brelje (in person), Carson Stuhaug (via Teams), Airport Attorney Tim Dittus, Knox Radio Jim Johnson, Harlan Jensen GFK On-Call, UND's Jeremy Roesler, Sanford Fogg, and Dr. Kim Kenville. 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 8:01 a.m. Confirmed quorum and initiated the approval of minutes.

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Chair Simonson asked for a motion to approve the minutes from January 23, 2025, as written. A motion was made by Hodny to approve the minutes from January 23, 2025, as written. The motion was seconded by Kuhlman to approve the minutes from January 23, 2025, as written.

**Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Gravseth reviewed January 2025 monthly revenue vs. budget and commissions. Forecasted versus actual landings for January 2025 were discussed. Delta had 91 landings against a forecast of 93, and Allegiant had 28 landings against a forecast of 27, resulting in a total of 119 out of 120 forecasted landings. Enplanement figures for January 2025 were lower than forecasted. The forecasted employment was 9395, but the actual figure came in at 8633. Load factors were also discussed, with an overall load factor of 73.4%, slightly below the target. Delta's load factor was 70%, below the forecasted 80%, while Allegiant's load factor was 79%, below the forecasted 85%. The discussion included the breakdown of load factors by flight times, noting that morning flights are typically full, while evening flights have lower load factors. The financial report highlighted a net loss of \$44,000 for January 2025, which was better than the anticipated loss of \$104,000. It was noted that early in the year, a loss is typically anticipated, but overall, they plan for a net revenue of \$103,000 for 2025. The operating snapshot for January, noting a net loss of \$44,000 versus an anticipated \$104,000 loss. January expenses were \$363,000

versus a budget of \$416,000, resulting in being under budget by \$52,000. This was attributed to the timing of a few expenses that will catch up in February and March. Restaurant commissions for January were above the previous year's figures by approximately \$500, indicating a strong start to the year. Car rental revenue was slightly above year-to-date figures from last year, with a budget of \$506,000 compared to \$470,000 budgeted for the previous year. The breakout by rental agencies and the comparison of 2024 versus 2025 were also discussed. Parking lot revenue was slightly down compared to the same time last year, with a budget of \$1 million. The revenue was under by \$6500 for the month, but overall, it was considered a strong start to the year. Gravseth addressed a question about chemical purchases for the runway, noting that they had purchased inventory at the end of last year and have not had any spending so far in 2025. They do not expect to purchase additional chemicals for the rest of the season. Gravseth mentioned that the auditors were in last week and everything went well. They hope to have the reading of the audit at the April board meeting.

## **2. Director Report**

- a) Riesinger provided a legislative update, noting that Senate Bill 2006, which includes \$120 million for generational projects, passed the full Senate unanimously with a 46 to 0 vote. The bill will now proceed to the House Appropriations Committee in the Government Affairs Division. The hearing is scheduled for March 6th, coinciding with the Grand Forks Day contingent's visit, which he is planning on attending.
- b) Riesinger provided updates on air service, including the status of the small community air service development grant and plans to schedule airline headquarters meetings with Sky West, United Airlines, and Delta. He mentioned attending the upcoming Mead and Hunt annual Air Service conference. The small community air service development grant is still under legal review. Despite the delay, discussions with the Meehan Aviation Group and other consultants have continued, and plans to schedule meetings with airlines are moving forward. Meetings with Sky West, United Airlines, and Delta are being planned, targeting late March or early April. These meetings aim to discuss air service expansion, including the potential for a fourth flight with Delta and service to Denver with Sky West. There was a community effort last summer, resulting in over 30 letters of support from local and area business leaders for the return of a fourth flight with Delta. These letters were sent directly to the CEO of Delta, but no action has been taken by Delta.
- c) Riesinger mentioned a meeting scheduled for March 18th to discuss potential intersection improvements at the US 2 and Airport Dr. intersection. The project will include developing conceptual alternatives, performing a traffic operations and safety analysis, and completing the environmental document.
- d) Riesinger discussed ongoing Wi-Fi enhancements at the T-hangars, noting that six transmitters have been installed. They also mentioned plans to provide a temporary restroom setup for the summer months and continue planning for a more permanent solution.

- e) Riesinger addressed a question from last month's meeting about moving from CFL to LED lighting in the terminal building, confirming that LEDs are the way to proceed due to efficiency and cost benefits.
- f) Riesinger addressed a question from last month's meeting from Commissioner Osowski about the Board of Equalization report, confirming that they reported correctly and the issue was corrected during their meeting. Future reports will be done electronically to prevent similar issues.
- g) Riesinger announced plans to review the plan set for the primary runway reconstruction at the next board meeting in March. They aim to bid out the project and receive bids in June.

### **3. Chairmans Report**

Chair Simonson proposed changing the board meeting date from the 4th Thursday to the 3rd Thursday of every month to accommodate new board members' schedules. They plan to draft a bylaw change for the March and April board meetings, with the change taking effect in May.

## **C. New Business**

### **1. UND Aerospace Dispatch Building Briefing**

Jeremy Roesler, Director of Flight Operations at UND Aerospace, presented plans for a new dispatch building at UND, highlighting the design, construction timeline, and temporary facilities during construction. The new building will be larger and more suitable for hosting events. They have been working with JLG Architects since 2019. The new building will have lots of glass to bring in natural light. It was discussed about temporary parking solutions for UND during construction, including leasing Lot C and running a shuttle. They also mentioned working on a new land lease and fuel fee agreement with UND. Currently UND has over 2100 students enrolled, approximately 1600 active in the flight schedule. They have conducted over 122,000 hours of flight training. In October of 2024, GFK had the busiest single month in the history of the airport in flight operations. Over 41,411 operations for the month that made us the 9<sup>th</sup> busiest airport in the United States for the month of October. The 8 airports that were ahead of us were Chicago, Atlanta, Dallas, Denver, Las Vegas, Charlotte, Los Angeles, Phoenix and then GFK, followed by JFK in New York, Houston, Boston, Miami, Seattle, San Francisco, LaGuardia, Orlando, Philadelphia and Minneapolis. Riesinger highlighted the uniqueness of what we have here and not only that, but it's a very safe operation. Riesinger additionally mentioned that the ND Aeronautics Commission will be performing an economic impact assessment. The assessment will show the impact that UND Aerospace has on the Grand Forks community.

### **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 Kuhlman to approve the 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.

The motion was seconded by Osowski 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.

**Roll Call Vote:**

Hodny- Aye

Kuhlman- Aye

Meland- Aye  
Mutchler- not present  
Osowski- Aye  
Rustad-Aye  
Simonson- chairing the meeting

**Action Taken:** Motion carried unanimously.

The meeting adjourned at 8:52 a.m.

Respectfully submitted,  
Katie Olson  
GFRAA Administrative Assistant

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

**March 27, 2025**

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 27, 2025, presided by Chair Simonson. The Members present were Tony Hodny and Rebecca Osowski. Members present via Microsoft Teams were Rick Meland and Steve Kuhlman. Also present were Mead & Hunt's Josh Brelje (in person), Jon Scraper (in person), Tom Schauer (via Teams), Carson Stuhaug (via Teams), Airport Attorney Tim Dittus, UND's Jeremy Roesler, 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, Carter Portman, Airport Intern and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:01 a.m. Confirmed quorum and initiated the approval of minutes.

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Chair Simonson asked for a motion to approve the minutes from February 27, 2025, as written. A motion was made by Osowski to approve the minutes from February 27, 2025, as written. The motion was seconded by Hodny to approve the minutes from February 27, 2025, as written.

**Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Gravseth presented the February 2025 financial recap, highlighting that Delta and Allegiant were on target with their landings. The forecasted enplanements year-to-date were 18,279, but the actual number was 17,389, down by 890. Delta was down 346 employments versus forecast, while Allegiant was up 218. Allegiant had a load factor of almost 84%, and Delta was at 74.6%, with a combined load factor of 78.6% for February. Resinger noted that the Delta forecast numbers for July through the remainder of the year were planned aggressively, anticipating a fourth flight being added. However, recent conversations with Delta have been less positive regarding this addition. Gravseth provided an operating snapshot, noting a net loss of \$61,000 versus a budgeted loss of \$37,000. Expenses for February were \$425,000, while revenues were \$364,000. Year-to-date revenue was \$684,000 versus a budget of \$662,000, and expenses were \$747,000 versus a budget of \$792,000. Gravseth discussed car rentals and parking lot revenue, noting that car rentals were performing well, with year-to-date revenue of \$68,820. However, parking lot

revenue was down year-to-date at \$191,000, attributed to the difference of forecasted enplanements.

## 2. Director Report

- a) Riesinger provided an update on the state legislative front, mentioning that the state legislators received an updated forecast that was not as strong as expected, leading to adjustments in priorities and funding allocations. The \$120 million funding for airport projects was pulled from Senate Bill 2006 and will be inserted into a separate bill. This will require further testimony and support from legislators. Despite the funding reallocation, there is strong support from Governor Armstrong and local legislators for the airport projects. The team will continue to work with the airport association legislative support team on this effort.
- b) Riesinger informed the board that the federal government passed a continuing resolution, preventing a government shutdown and funding FAA programs through the end of the federal fiscal year.
- c) Riesinger updated the board on the Small Community Air Service Development grant, mentioning that they anticipate receiving the grant in approximately 6 to 8 weeks. The city of Grand Forks approved phase two of an agreement with the Meehan Aviation Group to continue working on coordinating air service expansion efforts. The Airport Authority pledged to waive up to \$300,000 worth of airline fees and provide \$100,000 worth of marketing support for the new service as part of the grant application.
- d) Riesinger announced that he will be attending the Mead & Hunt Air Service Conference next week, with scheduled meetings with SkyWest, United, Delta, Allegiant, Sun Country, Breeze, and Frontier.
- e) Riesinger provided an update on the Highway 2 intersection, mentioning that a stakeholder meeting was conducted by the state DOT, and the interchange options and roundabout options were recommended for further discussion and review, while the reduced conflict intersection and staggered T options were ranked low and not favored by the stakeholders.
- f) Riesinger discussed the power outages experienced at the terminal building, which lasted about 10 seconds before the backup generator switched on. The main transfer switch intermittently tripped while on house power. The terminal is currently operating on backup generator power to avoid further outages and system reboots. Tests are being conducted to determine the cause of the issue. Engineering consultants and contractors, including Rick Electric, are involved in diagnosing the problem.
- g) Riesinger announced that two Veteran's Honor Flights will be operating on Sunday, April 20th, and returning on Tuesday, April 22nd. The event will include decorations, a band, and a parade-like atmosphere to welcome the veterans back.
- h) Riesinger updated the board on the ongoing conversations with UND regarding the land lease and fuel flowage fee agreement. They are working through one item related to the rate for the land lease and plan to bring the agreements back to the board for review and approval.

### 3. Chairmans Report

Chair Simonson reported that six of the seven Airport Authority Board members had submitted their Executive Director performance review and a meeting will be scheduled in the near future to complete the review.

## C. New Business

### 1. Runway 17R/35L Reconstruction Plan Review

Josh Brelje had presentation on the Runway 17R/35L Reconstruction Plan. This was for informational purposes only.

### 2. 2025 Mead & Hunt Air Service Consulting Agreement

The current annual agreement with Mead & Hunt to provide Air Service Consultant Services expires March 31, 2025.

Mead & Hunt has been providing this service to the Airport Authority since 2015. The information and support provided assists us greatly as we work to add additional air service. Attached are the most recent examples of the Quarterly Performance Monitoring Report (YE Q3 2024) and the Published Airfare Monitoring Report (March 2025).

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

- Destination Analysis (1 per 12-month period)
- Air Service Development Conference assistance (4 per 12-month period)
- Performance Monitoring (Quarterly, 4 per 12-month period)
- Published Airfare Monitoring (Quarterly, 4 per 12-month period)
- On-Call Services (Up to 72 hours per 12-month period)

The proposed retainer contract is \$5,600.00 per month for a 12-month period, resulting in a contract cost of \$67,200.00. Expenses for airfare, hotel, meals, printing, etc., are estimated to be \$6,300.00 for the year. This was included in the 2025 Budget.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the Air Service Consulting Services Agreement with Mead & Hunt in the total amount of \$73,500.00 and authorize the Executive Director to execute the required documents.

A motion was made by Osowski to approve the Air Service Consulting Services Agreement with Mead & Hunt in the total amount of \$73,500.00 and authorize the Executive Director to execute the required documents. The motion was seconded by Hodny to approve the Air Service Consulting Services Agreement with Mead & Hunt in the total amount of \$73,500.00 and authorize the Executive Director to execute the required documents.

#### **Roll Call Vote:**

Hodny- Aye

Kuhlman- Aye

Meland- Aye

Mutchler- not present  
Osowski- Aye  
Rustad- not present  
Simonson- chairing the meeting

**Action Taken:** Motion carried unanimously.

**3. Mead & Hunt Task Order #21 – Demolition of Old Airport Administration and ARFF Building – Design and Bid**

The Old Airport Administration and ARFF Building has been replaced with other facilities and no longer has any tenants. As part of our overall Master Plan this building has been slated for demolition to make way for other future development.

Attached is Task Order #21 and a detailed Scope of Services for Mead & Hunt and their sub-consultants to complete the following:

- Design and Bidding Services for Demolition of Building
- Asbestos Survey

The total cost of these services is \$128,291.00, of which \$28,000.00 is for the Asbestos Survey. This is to be funded 100% by the Airport and was included in the 2025 Capital Budget.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to declare the Old Airport Administration and ARFF Building surplus property, approve Mead & Hunt Task Order #21 in the amount of \$128,291.00, and authorize the Executive Director to execute the required documents.

A motion was made by Osowski to declare the Old Airport Administration and ARFF Building surplus property, approve Mead & Hunt Task Order #21 in the amount of \$128,291.00, and authorize the Executive Director to execute the required documents. The motion was seconded by Hodny to declare the Old Airport Administration and ARFF Building surplus property, approve Mead & Hunt Task Order #21 in the amount of \$128,291.00, and authorize the Executive Director to execute the required documents.

**Roll Call Vote:**

Hodny- Nay  
Kuhlman- Aye  
Meland- Aye  
Mutchler- not present  
Osowski- Aye  
Rustad- not present  
Simonson- chairing the meeting

**Action Taken:** Motion carried 3-1 votes.

#### 4. **Amendment of Organizational and Policy Manual – 1st Reading**

Riesinger received a request from an Airport Authority Board member to adjust the day and/or time of our regularly scheduled monthly board meeting in order to avoid a conflict with their schedule. This was discussed with Chair Simonson, and we had further discussion at our last Airport Authority Board of Commissioners meeting on February 27th. It was determined that moving our regularly scheduled monthly board meeting from the 4th Thursday to the 3rd Thursday of the month would be the preferred option. The time of the meeting would remain at 8:00 a.m. This would also avoid future conflicts with the Thanksgiving and Christmas holidays.

To make this schedule change, and in compliance with our Organizational and Policy Manual, we are required to pass the amendment at two successive Board meetings.

The current language to be amended is as follows:

“The Board shall regularly meet on the fourth Thursday of each month,”

The amended language is to be as follows:

“The Board shall regularly meet on the third Thursday of each month at 8:00 a.m.”

A 2nd Reading of this proposed amendment will be on the agenda at our regularly scheduled April Board meeting date (April 24th – fourth Thursday), and if approved, would take effect for our May Board meeting (May 15th – third Thursday).

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve the language to amend our Organizational and Policy Manual, such that our regularly scheduled Board meeting would be on the 3rd Thursday of the month at 8:00 am.

A motion was made by Osowski to approve the language to amend our Organizational and Policy Manual, such that our regularly scheduled Board meeting would be on the 3rd Thursday of the month at 8:00 am. The motion was seconded by Hodny to approve the language to amend our Organizational and Policy Manual, such that our regularly scheduled Board meeting would be on the 3rd Thursday of the month at 8:00 am.

**Roll Call Vote:**

Hodny- Aye

Kuhlman- Aye

Meland- Aye

Mutchler- not present

Osowski- Aye

Rustad- not present

Simonson- chairing the meeting

**Action Taken:** Motion carried unanimously.

The meeting adjourned at 9:40 a.m.

Respectfully submitted,  
Katie Olson  
GFRAA Administrative Assistant

**PROCEEDINGS OF  
THE GRAND FORKS REGIONAL AIRPORT AUTHORITY  
PERSONNEL COMMITTEE MEETING**

**April 16, 2025**

The Grand Forks Regional Airport Authority Personnel Committee met in the Board Room of the Byron L. Dorgan Terminal on Wednesday, April 16, 2025, presided by Chair Simonson and Vice Chair Steve Kuhlman. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, and Katie Olson, Administrative Assistant.

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

**A. Executive Director Performance Review**

Chair Simonson read the following memo:

On behalf of the GFRAA board, this memo serves as your annual performance review for 2024. Attached are the anonymous results from the Board survey that was conducted to provide board members with the opportunity to offer feedback on your performance. Based on the Board's feedback you have performed very well again in 2024, so on behalf of the board and myself as Chairman, thank you and congratulations on another year to be proud of a job well done!

I wanted to highlight a couple areas that stand out based on the board's feedback and support a positive review as we look back on 2024.

Financially, we were on budget (again) and very transparent with the board regarding the financials.

Although we had a significant reduction regarding the city mills in 2025, the executive director and staff always seem to balance the budget and provide accurate forecasts for GFK... 2024 was no different.

Regarding both short term and long-term goals, the Board's feedback provided compliments about balancing large projects and often multiple projects, and following the master plan well. A focus on commercial air service for GFK was mentioned as an area of improvement according to Board feedback. Another recommendation from the board is to work on agreed upon strategic goals for the advancement of the airport and improved commercial air service. The board also appreciates email communication regarding any unscheduled events at GFK, such as the fuel truck turnover recently.

The Executive Director helped contribute to the effort to secure the full \$1 Million-dollar Small Community Air Service Grant! Certainly, there has been a strong push from the Mayor of Grand Forks, business leaders and the community regarding this effort. Although there have been some

challenges and criticism along the way, the Grand Forks Regional Airport Authority, including the Executive Director, are 100% committed and “on board” with wanting to work towards increasing passenger counts, load factors, and frequency of service at GFK.

Based on the survey results, you received three 10/10's, two 9/10's, and one 6/10 rating your overall performance... In the board's opinion another good year and strong performance from our executive director.

Along with this review, we are recommending a 2.44% increase in your base salary as per the 2024 budgeted amount. This would be an increase of \$4,278 added to your current salary.

Ryan Riesinger, Executive Director, expressed his gratitude for the Board's feedback and support, acknowledging the efforts of the entire team, which includes, Krista, Joey and Katie, in achieving their goals. It really is a collaborative effort. He has great respect for the board, city council, the mayor, and county commissioners.

He suggested the increase be retroactive to his employment date of January 11th and corrected the budgeted amount to reflect the 2025 budget. He mentioned the effectiveness of the anonymous feedback of the survey from the board and the convenience of it. We can consider updating the survey and the questions in the future to remain relevant and effective.

A motion was made by Vice Chair Kuhlman to approve the 2.44% increase in your base salary as per the 2024 budgeted amount. This would be an increase of \$4,278 added to your current salary, with the change noting that it will be the 2025 budgeted amount and will be retroactive to January 11, 2025. The motion was seconded by Chair Simonson to approve the 2.44% increase in your base salary as per the 2024 budgeted amount. This would be an increase of \$4,278 added to your current salary, with the change noting that it will be the 2025 budgeted amount and will be retroactive to January 11, 2025.

Motion was unanimously approved. The memo was signed by Ryan Riesinger and Chair Simonson.

## **B. Adjournment**

The meeting adjourned at 8:08 a.m.

Respectfully submitted,  
Katie Olson  
GFRAA Administrative Assistant

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

**April 24, 2025**

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 24, 2025, presided by Chair Simonson. The Members present were Tony Hodny, Steve Kuhlman, and Tim Mutchler. Members present via Microsoft Teams were Rick Meland, Rebecca Osowski, and Mark Rustad. Also present were Mead & Hunt's Steve Synhorst (in person), Josh Brelje (in person), Tom Schauer (via Teams), Airport Attorney Tim Dittus, UND's Jeremy Roesler, City of Grand Forks Mayor Brandon Bochenski, Grand Forks City Administrator Todd Feland, Grand Forks Region EDC Director Keith Lund. 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, Carter Portman, Airport Intern and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:00 a.m. Confirmed quorum and initiated the approval of minutes by Chair Simonson. Due to an emergency meeting scheduled by the Grand Forks County Commission, Commissioner Rustad had a need to leave the meeting early, therefore, the order of agenda items will be changed to Reading and Approval Minutes, New Business, Reports, and then Adjournment.

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Chair Simonson asked for a motion to approve the minutes from March 27, 2025, as written. A motion was made by Kuhlman to approve the minutes from March 27, 2025, as written. The motion was seconded by Hodny to approve the minutes from March 27, 2025, as written.

**Action Taken:** Motion carried unanimously.

- b) Chair Simonson asked for a motion to approve the minutes from the Performance Review Committee April 16, 2025, as written. A motion was made by Mutchler to approve the minutes from the Performance Review Committee April 16, 2025, as written. The motion was seconded by Osowski to approve the minutes from the Performance Review Committee April 16, 2025, as written.

**Action Taken:** Motion carried unanimously.

**C. New Business**

**1. 2024 Audit Report**

Amanda Stanson with Brady Martz and Associates presented the 2024 Audit Report.

A motion was made by Hodny to receive the 2024 Audit Report as presented. The motion was seconded by Osowski to receive the 2024 Audit Report as presented.

**Roll Call Vote:**

Hodny- Aye  
Kuhlman- Aye  
Meland- Aye  
Mutchler- Aye  
Osowski- Aye  
Rustad- Aye  
Simonson- chairing the meeting

**Action Taken:** Motion carried unanimously.

**2. Approval of UND Lease and Agreement Letter of Intent**

On January 26, 2025, we learned that the University of North Dakota (UND) was to be receiving State funding for their new Dispatch Building project and that the State was requiring them to have a new long-term Lease and Agreement as a condition of receiving these funds. The current Consolidated Lease and Agreement is set to expire on January 31, 2029. Since January, our legal counsel, Mr. Dittus, and I have worked in good faith to come to an agreement with UND. In order for UND to stay on schedule with their demolition plans for the existing dispatch building, they have requested agreeing to a Letter of Intent that sets the terms of the agreement. The proposed Letter of Intent (LOI) has been agreed to by UND and is attached. It will be reviewed in detail during the meeting.

Highlights of the UND Lease and Agreement Letter of Intent (LOI):

1. Commencement Date: May 1, 2025
2. Initial term of 20 years with options for two (2) additional 5-year renewal terms
3. UND will continue to lease the existing Parcels (1, 1A, 1B, 1C, 1D, and 1E) at the current rate (\$0.3933 per square foot). These parcels are 191,550 square feet and includes Building & Parking areas. See attached Exhibit A.
4. UND will begin leasing 584,093 square feet of Ramp area (Parcels B & C). This includes the Bravo and Charlie Ramp, minus Taxiway U and the northern Bravo Apron Taxilane. (The Ramp areas are considered to be exclusively utilized by UND; Taxiway U and the northern Bravo Apron Taxilane may be utilized by other users, as needed, so they are not exclusively utilized by UND). Currently, UND pays for tie-downs on these Aprons at a current cost of \$126,435.30 (2025 Budget amount).

UND will begin leasing the 584,093 square feet of Ramp area at \$.2500 per square foot from the Commencement Date through December 31, 2025. The annual rental rate for the Ramp Parcels will increase by five cents per square foot (\$0.05/sq. ft.) on the second, fourth, sixth, and eighth anniversaries of the

Commencement Date, with the goal of achieving the rental rate of the Building & Parking parcels.

5. All leased parcels will be subject to annual CPI increases effective January 1 of each year.
6. Additional Lease Premises: Following the FAA's demolition of the existing Air Traffic Control Tower (ATCT), the UND Lease will be amended whereby UND will lease the existing ATCT ground site and entrance drives (Parcels A & D). This will increase UND's leased space by 58,064 square feet. The rental rate for the Additional Leased Premises shall be the same as the then-existing rental rate for the Building & Parking Parcels, and would be subject to annual CPI increases.

This Letter of Intent evidences UND's agreement to increase the total leased space significantly (Ramps and ATCT parcels), increase the rental rates annually by at least CPI (with additional periodic fixed increases on the Ramp parcels) to achieve a more competitive lease rate, and therefore, increase our revenue from UND's operation.

In addition, UND has separately agreed to a new Fuel Flowage Agreement. See attached Term Sheet for Fuel Flowage Agreement, to be reviewed in detail during the meeting.

As part of our work for these agreements we received information from other airports with comparable flight school operations:

Airport	Flight School	Fuel Flowage	Land Lease
Fee per gallon	per sq/ft		
Grand Forks (current) UND		\$0.8412	\$0.3933
Mesa, AZ	UND	\$0.12	\$0.62
Daytona Beach, FL	Embry Riddle	\$0.08	\$0.43
Prescott, AZ	Embry Riddle	\$0.12	Unavailable

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the UND Lease and Agreement Letter of Intent, and direct the Executive Director and Legal Counsel to prepare drafts of the new UND Lease and Agreement and Fuel Flowage Agreement, in conformity with the Letter of Intent and Term Sheet, for future Airport Authority Board review and approval.

After discussion, Chair Simonson recommended a motion to accept the Letter of Intent as a first reading and have the Executive Director provide further information on comparable airports and flight schools and revenue analysis on fuel flowage vs land rent increases. A motion was made by Chair Simonson to that effect and was seconded by Hodny.

**Roll Call Vote:**

Hodny- Aye  
Kuhlman- Aye  
Meland- Aye  
Mutchler- Aye  
Osowski- Nay  
Rustad- not present  
Simonson- chairing the meeting

**Action Taken:** Motion carried 4-1 votes.

**3. Approval of Small Community Air Service Development Grant**

The Grand Forks Regional Airport Authority was awarded a \$1 million Small Community Air Service Development (SCASD) Grant as part of the overall Air Service Expansion Committee efforts. This grant was matched with \$509,000.00 worth of community support. In total, these funds will provide a Minimum Revenue Guarantee (MRG) to a new airline to begin service. In addition, the Airport Authority has pledged \$300,000.00 in waived fees (landing fees and terminal rents) and \$100,000.00 in marketing support for the new airline service.

We received the grant paperwork from the Federal Department of Transportation (DOT) on April 4th. It is attached. The Grand Forks Regional Airport Authority will be the administrator for the grant. Note that the grant paperwork states it was to be signed by April 18, 2025, however, we were given approval by the DOT to have it returned by close of business on April 25, 2025, due to our regular meeting schedule.

Representatives from the Meehan Aviation Group and Advance Aviation will be in person to discuss next steps on our air service recruitment efforts. Meehan Aviation Group and Advance Aviation presented a PowerPoint presentation.

- **Small Community Air Service Development Grant:** The board approved the \$1 million Small Community Air Service Development Grant and authorized the Executive Director to execute the required documents. The grant will support new air service initiatives, including potential United service to Denver.
  - **Grant Approval:** The board approved the \$1 million Small Community Air Service Development Grant and authorized the Executive Director to execute the required documents. The grant will support new air service initiatives, including potential United service to Denver.
  - **Grant Details:** The grant includes \$1 million from the DOT, supported by \$509,000 of community support, including \$300,000 from the city of Grand Forks. The airport authority pledged \$300,000 of waived fees and \$100,000 in marketing support for the new service.
  - **Grant Requirements:** The airport authority must have an agreement with an air carrier within 12 months of executing the grant. The marketing campaign for the

new service must be developed in advance and targeted specifically to United service to Denver.

- **Marketing Campaign:** The marketing campaign will be developed by Advanced Aviation, focusing on promoting the new United service to Denver. The campaign will include targeted advertising and a consistent message across all platforms.
- **Marketing and Air Service Development:** Sonia and Zoe from Meehan Aviation Group, along with Christina and Kaylee from Advanced Aviation, presented their findings and strategies for improving air service and marketing efforts for Grand Forks. They emphasized the importance of business travel and the need for targeted marketing campaigns.
  - **Business Landscape:** Sonia and Zoe from Meehan Aviation Group highlighted the importance of understanding the business landscape in Grand Forks. They conducted surveys and interviews with local businesses to gather data on travel needs and preferences.
  - **Catchment Area:** The catchment area analysis showed that Grand Forks captures about 41% of local travelers, with the rest using other airports, primarily Fargo and Minneapolis. The goal is to recapture these travelers through improved air service and marketing.
  - **Air Service Goals:** The primary goals are to secure a second hub on a major airline, such as United to Denver, and to restore a fourth daily flight on Delta to Minneapolis. These goals are based on survey data and market analysis.
  - **Marketing Strategy:** Christina and Kaylee from Advanced Aviation presented a marketing strategy focused on targeted advertising, including location-based targeting and search engine marketing. The campaign will emphasize the benefits of flying local and aim to recapture travelers currently using other airports.
  - **Community Involvement:** The business community's involvement is crucial for the success of the air service development efforts. A business Air Service Task Force has been established to support these initiatives and demonstrate community commitment to the airlines.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the \$1 million grant and authorize the Executive Director to execute the required documents.

A motion was made by Hodny to approve the \$1 million grant and authorize the Executive Director to execute the required documents. The motion was seconded by Kuhlman to approve the \$1 million grant and authorize the Executive Director to execute the required documents.

**Roll Call Vote:**

Hodny- Aye  
Kuhlman- Aye  
Meland- Aye  
Mutchler- Aye  
Osowski- Aye  
Rustad- not present  
Simonson- chairing the meeting

**Action Taken:** Motion carried unanimously.

**4. Amendment of Organizational and Policy Manual – 2nd Reading**

Ryan Riesinger, Executive Director, has received a request from an Airport Authority Board member to adjust the day and/or time of our regularly scheduled monthly board meeting in order to avoid a conflict with their schedule. Ryan Riesinger, Executive Director, discussed this with Chair Simonson, and we had further discussion at our Airport Authority Board of Commissioners meeting on February 27th. It was determined that moving our regularly scheduled monthly board meeting from the 4th Thursday to the 3rd Thursday of the month would be the preferred option. The time of the meeting would remain at 8:00 a.m. This would also avoid future conflicts with the Thanksgiving and Christmas holidays.

To make this schedule change, and in compliance with our Organizational and Policy Manual, we are required to pass the amendment at two successive Board meetings.

The current language to be amended is as follows:

“The Board shall regularly meet on the fourth Thursday of each month,”

The amended language is to be as follows:

“The Board shall regularly meet on the third Thursday of each month at 8:00 a.m.”

A 2nd Reading of this proposed amendment will be on the agenda at our regularly scheduled April Board meeting date (April 24th – fourth Thursday), and if approved, would take effect for our May Board meeting (May 15th – third Thursday).

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve the language to amend our Organizational and Policy Manual, such that our regularly scheduled Board meeting would be on the 3rd Thursday of the month at 8:00 am.

A motion was made by Hodny to approve the language to amend our Organizational and Policy Manual, such that our regularly scheduled Board meeting would be on the 3rd Thursday of the month at 8:00 am. The motion was seconded by Mutchler to approve the language to amend our Organizational and Policy Manual, such that our regularly scheduled Board meeting would be on the 3rd Thursday of the month at 8:00 am.

**Roll Call Vote:**

Hodny- Aye  
Kuhlman- Aye  
Meland- Aye  
Mutchler- Aye  
Osowski- Aye

Rustad- not present  
Simonson- chairing the meeting

**Action Taken:** Motion carried unanimously.

## **B. Reports**

### **1. Financial Report**

- a) Gravseth presented the March 2025 financial report. Looking at the forecast versus actual landings, you can see we're right on target with where we anticipated. As Ryan had mentioned last month, we did add that the 4th flight starting in July. So, it looks good as of right now. We have not heard anything about that 4<sup>th</sup> flight starting yet. Forecasted vs Actual Enplanements year to date are 28,276 forecasted and 27,068 actual. For the month of March is 9,997 forecasted and 9,679 actual. Delta is down 740 enplanements. Allegiant is up 422 enplanements. The financial report showed that the airport's revenue and expenses are close to the forecast. Revenue for the year to date is \$1.2 million, slightly above the budgeted \$1.161 million. Expenses are under budget by \$18,000. Car rental revenue is down compared to the previous year, with a year-to-date total of \$100,000. Parking lot revenue is also slightly below budget, with a year-to-date total of \$24,000 under the forecast. Fuel Flowage is not on target not as strong as last March. Revenue per enplanement in March was \$10.43 and the Cost per enplanement was \$7.33.

### **2. Director Report**

- a) Riesinger mentioned that last month he attended the Air Service Conference and met with seven different airlines. Some of the highlights would be the meetings with SkyWest, United, and Delta. The meeting with SkyWest was quite positive relative to the Small Community air service grant, since they did write a letter of support for it. From the time frame standpoint, they seem to be more open to the possibility of sooner rather than later.
- b) Riesinger updated that he did present to the Grand Forks City Council earlier this month. On April 7<sup>th</sup> he presented on our 2024 financials, the opening of the crosswind runway, our primary runway reconstruction plans, our air service initiatives and the Small Community Air Service Grant as well as our Tenant projects that are on the horizon, the UND Dispatch building and the new FAA air traffic control tower. Good questions from our City Council members and I think it was a positive event. I plan to be able to do that whenever asked or get on a regular schedule to be able to provide those updates to the City Council and or the county board as we go forward.
- c) Legislatively, we are at an important point in time, we're coming down to the last week of the legislative session. A lot of discussions. We will report the result at next month's meeting.
- d) Riesinger updated on the Real ID implementation that is starting May 7th.

- e) Riesinger mentioned we had our Honor Flight. It was an awesome event. Two flights went out on Easter Sunday morning, bright and early, with 224 veterans. Aand then a hero's parade to welcome back on Tuesday evening. I know there was coverage in the Herald. It really is truly an honor for us as the airport to be able to participate in that type of a community event and great kudos to our staff as well. Katie really came through coordinating all the decorations. We gave away very nice coins to all the veterans to commemorate the event.
- f) Riesinger updated the FAA is considering decommissioning our runway 17R VOR approach. We will provide comments.
- g) Riesinger updated on getting competitive prices for updating the GFK Road sign.
- h) Riesinger mentioned that on May 1<sup>st</sup> we will have a porta potty over at the T-Hangars.
- i) Riesinger updated we are out for bids on the first phase of the primary runway reconstruction. We will be opening bids on May 14<sup>th</sup>, which will be the day before the next Airport Authority Board meeting. We will report on the bids, but we will not be taking action on the bids as of yet. That's because the contractors will be required to hold the bids into October so that we can get final information on not only the state funding but also the federal funding which we likely are not going to know until the end of September.  
So just know that we'll have information, but we're not taking action on the bids.
- j) Riesinger announced that the 5<sup>th</sup> Annual GFK Invitational Golf Outing is scheduled on Friday, June 27<sup>th</sup> with a 8:30 am shotgun start at King's Walk, so invitations will be going out for that.

### **3. Chairmans Report**

Chair Simonson mentioned he wanted to thank all the board members for taking the time to fill out the anonymous surveys to give feedback to our Executive Director for the performance review. That's very helpful, and thank you for that. And then I just wanted to thank Ryan for another good year in 2024.

The meeting adjourned at 10:30 a.m.

Respectfully submitted,  
Katie Olson  
GFRAA Administrative Assistant

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

**May 9, 2025**

The Grand Forks Regional Airport Authority Board of Commissioners met in its special session in the Board Room of the Byron L. Dorgan Terminal on Friday, May 9, 2025, presided by Chair Simonson. The Members present were Steve Kuhlman, Tony Hodny, and Tim Mutchler. Members present via Microsoft Teams were Rebecca Osowski, Mark Rustad, and Rick Meland. Also present were UND's Dean Robert Kraus, Dr. Kim Kenville, Jeremy Roesler, and Karla Stewart, Airport Attorney Tim Dittus. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Scott Nelson, Maintenance Supervisor, and Katie Olson, Administrative Assistant.

**Chair Simonson called the meeting to order and quorum was established.**

**A. Approval of UND Lease and Agreement Letter of Intent – Supplemental Information**

At the regularly scheduled April Board meeting we discussed the proposed UND Lease and Agreement Letter of Intent. At that time, there was a request for additional information for the Board relative to this item. This memo and attached items are our attempt to provide the additional information.

UND Fueling at GFK verses other Airports

This is based on January 1 – April 22 this year.

Fuel at UND/GFK

Total gallons purchased: 268,589

Average price per gallon: \$3.706

Current UND fuel flowage (\$0.8412) and storage fee (\$0.0688): \$0.91

Total cost passed on to the student: \$4.616 (The cost of fuel is incorporated into the aircraft hourly rate.)

Fuel away from GFK (These are the cross country flights taking on fuel offsite.)

Total gallons purchased: 4,628

Average price per gallon: \$6.476

Therefore, UND cost for fuel:

At GFK = \$4.616 per gallon

Away from GFK = \$6.476 per gallon

Based on these numbers there would be no incentive for UND or student pilots to purchase fuel anywhere but GFK.

North Dakota Airport Current Land Lease Rates (per square foot)

Fargo (FAR) –	\$0.30
Bismarck (BIS) –	\$0.4396 on General Aviation Apron; \$0.2921 on Corporate Area
Minot (MOT) –	\$0.32
Williston (XWA) –	\$0.3745
Grand Forks (GFK) –	\$0.3933 for UND Ground Site; \$0.3984 for other Ground Site since 1/1/2009, and \$0.3467 for other Ground Site prior to 1/1/2009

With these comparisons, we believe UND would be paying a competitive land lease rate for the space.

State Board of High Education Requirement for new land lease

I was asked by a Board member whether we had received an official notice or letter from the State about the requirement for UND to have a new land lease for their proposed Flight Operations Building. We were able to retrieve minutes from both the Budget and Finance Committee meeting of the State Board of Higher Education held January 23rd, 2025, and the actual State Board of Higher Education meeting held January 30th, 2025, where both voted unanimously to approve the UND Flight Operations Building Construction project, contingent on a new land lease extension agreement.

Proposed UND Lease Projections

Attached is a spreadsheet showing projected revenues from the new UND Lease and Agreement, and the new UND Fuel Flowage Fee Agreement, as proposed.

With this additional information and review, it continues to be our recommendation to approve the Letter of Intent as proposed.

Also included in this packet is all of the information provided at our last meeting on this subject. It is unchanged.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve the UND Lease and Agreement Letter of Intent, and direct the Executive Director and Legal Counsel to prepare drafts of the new UND Lease and Agreement and Fuel Flowage Agreement, in conformity with the Letter of Intent and Term Sheet, for future Airport Authority Board review and approval.

A motion was made Kuhlman to approve the UND Lease and Agreement Letter of Intent, and direct the Executive Director and Legal Counsel to prepare drafts of the new UND Lease and Agreement and Fuel Flowage Agreement, in conformity with the Letter of Intent and Term Sheet, for future Airport Authority Board review and approval.

The motion was seconded by Mutchler to approve the UND Lease and Agreement Letter of Intent, and direct the Executive Director and Legal Counsel to prepare drafts of the new UND Lease and Agreement and Fuel Flowage Agreement, in

conformity with the Letter of Intent and Term Sheet, for future Airport Authority Board review and approval.

**Roll Call Vote:**

Hodny- Aye

Kuhlman- Aye

Meland- Aye

Mutchler- Aye

Osowski- Aye

Rustad- Aye

Simonson- chairing the meeting

**Action Taken:** Motion carried unanimously.

UND's Carla Morgan Stewart expressed their readiness to begin construction as soon as the land lease is executed, highlighting the importance of securing the lease for their \$30 million project.

The board agreed to have further discussions with UND to potentially sync the fuel flowage fee agreement with the land lease term to avoid staggered renegotiations in the future.

**The meeting was Adjourned.**

The meeting adjourned at 8:28 a.m.

Respectfully submitted,

Katie Olson

GFRAA Administrative Assistant

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

**May 15, 2025**

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 15, 2025, presided by Chair Simonson. The Members present were Tony Hodny, and Tim Mutchler. Members present via Microsoft Teams were Steve Kuhlman, Rick Meland, Rebecca Osowski, and Mark Rustad. Also present were Mead & Hunt's Steve Synhorst (via Teams), Josh Brelje (in person), Airport Attorney Tim Dittus, UND's Dean Robert Kraus and Jeremy Roesler. Staff attending included Ryan Riesinger, Executive Director, Krista Gravseth, Director of Finance and Administration, Joey Castiglione, Director of Operations and Maintenance, Scott Nelson, Maintenance Supervisor, Carter Portman, Airport Intern and Katie Olson, Administrative Assistant.

The meeting was called to order at 8:00 a.m. Confirmed quorum and initiated the approval of minutes by Chair Simonson.

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Chair Simonson asked for a motion to approve the minutes from April 24, 2025, as written. A motion was made by Hodny to approve the minutes from April 24, 2025, as written. The motion was seconded by Mutchler to approve the minutes from March 27, 2025, as written.

**Action Taken:** Motion carried unanimously.

- b) Chair Simonson asked for a motion to approve the minutes from May 19, 2025, Special Session as written. A motion was made by Mutchler to approve the minutes from May 19, 2025, Special Session as written. The motion was seconded by Hodny to approve the minutes from May 19, 2025, Special Session as written.

**Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Gravseth presented the April financial report and noted that Delta and Allegiant load factors were below forecast, resulting in lower enplanements. Delta landings were 91 versus the forecast of 90, and Allegiant was forecasted at 23 but came in at 21, totaling 112 landings for April. Year-to-date forecasted enplanement was almost 37,000 but came in just over 34,000. Airlines had roughly 70% load factors, down from the forecast. The decision was made to pull the full \$400,000 ARPA grant earlier in the year to earn interest. Year-to-

date revenue was \$1.8 million versus a budget of \$1.795 million, slightly above budget by \$11,000. April revenue was roughly \$107,000 above forecast. Year-to-date expenses were \$1.469 million versus \$1.462 million, slightly over budget by \$7,000. April expenses were above budget by \$22,000. Restaurant commissions were up slightly over last year, following the trend of a busier March and tapering down in April. The commissions were right about budget for April. Car rentals were down \$132,000 versus \$143,000 from last year, correlating with lower load factors. Parking lot revenue was down slightly but close to budget for April, with a year-to-date decrease of \$28,000. Fuel flowage had a strong month, slightly under last year but above the anticipated amount for April. The breakout by tenants showed UND and Applied were close to their targets.

## 2. Director Report

- a) Riesinger announced that the bids for the first phase of the primary runway reconstruction project were opened, with all bids coming in well below the engineer's estimate. Gowan Construction was the low bidder at \$15.8 million, compared to the engineer's estimate of \$24.6 million. Bid Schedule 1 covered civil work only, Bid Schedule 2 covered electrical work only, and Bid Schedule 3 combined both. The low bid for the combined schedule was \$15.8 million, significantly under the estimate.

Bid alternates included options for lime-treated or cement-treated subgrade and paved runway shoulders. The low bid for the cement-treated subgrade with paved shoulders was \$15.8 million, \$8 million under the estimate.

The bids will be reviewed by Mead & Hunt, and the capital improvement program will be adjusted. The contractors must hold their bids through October, awaiting FAA discretionary funding information. A trip to DC is planned to push for maximum discretionary funding.

- b) Riesinger provided an update on the legislative session, the airport will receive \$20 million in state funding for the first two phases of the runway project. The original ask was \$30 million, but it was reduced to \$20 million during the legislative session.

The \$20 million will be processed through the North Dakota Aeronautics Commission as a reimbursement program. The airport must submit expenses and then be reimbursed by the state.

The legislative session was challenging, with cuts made due to dropping oil revenue forecasts. The total ask for three generational airport projects in the state was reduced from \$120 million to \$90 million.

With the lower bids, the airport may not need to request additional funds in the next legislative session. The funding situation will be reviewed annually based on continuing bid packages and project progress.

- c) Riesinger and Joey attended a US Highway 2 stakeholder meeting with the county, city, MPO, airport, and Ulteig. The group discussed various options for improving the intersection, including roundabouts and interchanges. The roundabout options were estimated at around \$6 million, while the interchange options were closer to \$30 million. The DOT expressed concern that the interchange estimate might be low, especially since the work might not be done for another eight years.
- d) Riesinger informed the board that the airport's fire department voted to unionize, with training and equipment being the primary concerns. The board expressed concerns about the unionization and its potential implications. The airport's fire department voted to unionize, with 7 out of 8 employees voting in favor.  
  
The board expressed concerns about the unionization, with some members disagreeing with the decision. They were worried that the unionization might lead to other issues beyond training and equipment. Riesinger noted that the airport meets all federal and FAA requirements for training and equipment.
- e) Riesinger updated the board on the city's review of the airport authority, emphasizing the importance of remaining an independent airport authority. The board members expressed their support for keeping the airport separate from the city. The City's Todd Feland has scheduled AE2S' Ryan Graf to be here tomorrow morning to meet with GFK Administration for document requests.
- f) Riesinger announced a meeting with SkyWest headquarters on June 26th to discuss the small community air service development grant and the potential for a United branded service to Denver. Due to this meeting the 5<sup>th</sup> Annual GFK Invitational Golf Outing will be rescheduled.

### **3. Chairmans Report**

Chair Simonson thanked the board, UND, and Mr. Dittus for the extra time and effort and short turn around time from today and the Special Session Meeting.

## **C. New Business**

### **1. Approval of UND Lease and Agreement**

At a Special Board meeting held May 9th, 2025, the Airport Authority Board of Commissioners approved the UND Lease and Agreement Letter of Intent and directed the Executive Director and Legal Counsel to prepare a draft of the new UND Lease and Agreement. We have been able to prepare the draft in conformance with the Letter of Intent and UND has approved of it. It is attached.

If we approve this Lease and Agreement, the only other remaining condition is a review by the North Dakota University System Chancellor. Once they approve, UND would be authorized to sign and the demolition for their project could begin.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the UND Lease and Agreement and authorize the Executive Director to execute the document.

A motion was made by Mutchler to approve the UND Lease and Agreement and authorize the Executive Director to execute the document. The motion was seconded by Kuhlman to approve the UND Lease and Agreement and authorize the Executive Director to execute the document.

**Roll Call Vote:**

Hodny: Aye  
Kuhlman: Aye  
Meland: Aye  
Mutchler: Aye  
Osowski: Aye  
Rustad: Aye  
Simonson: chairing the meeting

**Action Taken:** Motion carried unanimously: Lease and Agreement approved, pending approval from the Chancellor of the North Dakota University System.

The meeting adjourned at 9:05 a.m.

Respectfully submitted,  
Katie Frownfelter  
GFRAA Administrative Assistant

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

**June 19, 2025**

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 19, 2025, presided by Chair Simonson. The Members present were Tony Hodny, Steve Kuhlman, Rebecca Osowski, and Tim Mutchler. Members present via Microsoft Teams were Rick Meland, and Mark Rustad. Also present were Mead & Hunt's Steve Synhorst (via Teams), Josh Brelje (via Teams) and Jon Scrapper (in person), Airport Attorney Matt Paulson (via Teams), UND's Dean Robert Kraus, Jeremy Roesler and Dr. Kim Kenville. Also present were Jeff Ohman, Avflight, Kyle Black, GFK Flight Support and Ernie Anderson (via Teams), Harlan Jensen, and Jeff Vatnsdal of GFK On-Call Maintenance. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, Carter Portman, Airport Intern and Katie Frownfelter, Administrative Assistant.

The meeting was called to order at 8:00 a.m. Confirmed quorum and initiated the approval of minutes by Chair Simonson.

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Chair Simonson asked for a motion to approve the minutes from May 15, 2025, as written. A motion was made by Hodny to approve the minutes from May 15, 2025, as written. The motion was seconded by Osowski to approve the minutes from May 15, 2025, as written.

**Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Riesinger presented the May financial report. Riesinger was happy to report that Krista had her baby last week. He weighed 7 lbs 2 oz, both Colter and mom are doing well. Krista prepared the financials and the presentation. She will be out on leave until the fall, gradually resuming duties and working remotely until then. The forecasted versus actual landings were very close for May for both Delta and Allegiant. Enplanements were slightly below forecast due to lower load factors, with Delta down a couple of hundred enplanements and Allegiant down 350 enplanements compared to the forecast for May. Load factors for Allegiant tend to drop during the off-season, affecting enplanements as flights to Mesa and Orlando are less frequent. Revenue was slightly below budget, and expenses were also below budget for May. Restaurant commissions, car rentals, and parking lot revenue were slightly below budget. Fuel flowage was up

compared to 2024 but slightly below the forecast. UND's fuel flowage fee continues to be strong, while AvFlight's fuel flowage is harder to forecast due to transient aircraft. Revenue per enplanement for May was \$13.81, a figure that fluctuates throughout the year and is tracked for comparison to past years. Cost per enplanement (CPE) was \$8, which is competitive. The CPE tends to be lower during months with more Allegiant flights due to higher passenger numbers.

## 2. Director Report

- a) Riesinger as he mentioned in the financial report, Krista had her baby and is on leave. A plan is in place for her to gradually resume duties and work remotely until returning to full-time in person in September.
- b) Riesinger congratulated Katie Olson on her wedding that took place on May 23<sup>rd</sup>. She is now Katie Frownfelter so when you see her emails, they are not spam emails. Her email has been updated accordingly.
- c) Riesinger updated on his trip to Bismarck for the North Dakota Aeronautics Commission State Grant meeting. The state awarded \$81.6 million in grants for airports, a record amount. Grand Forks International Airport received \$338,000, with plans to compete for federal discretionary funding to maximize resources for the primary runway reconstruction project. Grand Forks International Airport is competing for federal discretionary funding, with a total grant request of approximately \$15 million. The outcome is expected by September, and the project will begin in the spring of the following year.
- d) Riesinger attended the National Jumpstart Air Service Conference in Indianapolis, IN, along with Keith Lund from the Grand Forks Region EDC and Meehan Aviation Group. Productive discussions were held with United and SkyWest regarding the Small Community Air Service Development Grant. The grant has positively influenced conversations, leading to scheduled headquarters meetings in July and August. Differences between Skywest and United services were discussed, including aircraft types and operational details. United prefers using CRJ550s with three-class cabins, while Skywest might use CRJ200s with one-class cabins. Headquarters meetings are scheduled for July 31st in St. George, UT, with Skywest, and August 7th in Chicago with United. Discussions will focus on aircraft types, schedules, and projections, with a potential service start date in mid-2026.
- e) Riesinger reported that Allegiant will not resume Orlando service in December for Minot, Bismarck, and Grand Forks, impacting the region. The decision was influenced by political dynamics and a decrease in Canadian border crossings. There has been a decrease in Canadian border crossings at Pembina, down by 36%, affecting various aspects, including air service demand. Allegiant's schedule currently extends to February 8th, with hopes that Orlando service will resume in February, March, and April, which are peak travel times for families.
- f) Riesinger updated on the compliance letter he received from the FAA regarding the GFK On-call issue, requesting an action plan to accommodate mobile air carrier maintenance businesses. The plan will be prepared and reviewed at the next board meeting. The plan is due to the FAA by July 25th. The action plan will be prepared in consultation with legal counsel and reviewed at the next board meeting on July 17th. The plan will address ways to accommodate mobile

air carrier maintenance businesses while ensuring fairness and non-discrimination.

- g) Riesinger updated on the International Association of Firefighters (IAFF) Union, stating that no formal documentation has been received yet. Legal counsel is investigating state law to establish proper agreements before engaging in discussions. Legal counsel is working on establishing roles, rules, and procedures for discussions with the union. Proper agreements are necessary to handle various situations, including concerns, disagreements, and discipline. Riesinger has a history of working with unions coming from Michigan, a heavily unionized state, he has some knowledge as to what necessary documentation is needed. He will continue to update the board.
- h) Riesinger mentioned the city review performed by Ryan Graff from AE2S. A draft report is expected soon.
- i) Riesinger mentioned that we will have a primarily 2026 budget reading at the next meeting, July 17<sup>th</sup>.
- j) Riesinger reminded everyone of the 5<sup>th</sup> Annual GFK Invitational Golf Outing at King's Walk on June 27<sup>th</sup> with a shot gun starting at 8:30 am.

### 3. Chairmans Report

Chair Simonson congratulated UND on their groundbreaking ceremony and thanked them for the tour of the old dispatch building. He also congratulated Krista on the new baby and Katie on her marriage.

## C. New Business

### 1. Approval of UND Fuel Flowage Fee Agreement

As discussed in previous Airport Authority Board of Commissioners meetings, the current UND Fuel Flowage Fee Agreement expires on June 30, 2025. This agreement has proven to be a mutually beneficial way for the Airport Authority to recover costs associated with UND's use of the airfield.

Our Legal Counsel and I have been negotiating both the recently approved new UND Land Lease and the new Fuel Flowage Fee Agreements throughout 2025. The new proposed UND Fuel Flowage Fee Agreement is attached and in accordance with the previously reviewed Term Sheet. Highlights of the new agreement are as follows:

Commencement Date:	July 1, 2025
Term:	Ten (10) years
Expiration Date:	June 30, 2035, unless earlier terminated in accordance with the Agreement
Fuel Flowage Fee:	\$0.8412 per gallon for each gallon of Aviation Fuel delivered to UND at the Airport through December 31, 2025; thereafter, the Fuel Flowage Fee shall increase annually (effective January 1 of each year) in the same percentage as the percentage increase in the Consumer Price Index from September to September.

Additional Increases: In addition to the CPI increases, the Fuel Flowage Fee shall be increased by five (5) cents per gallon (\$0.05/gal.) on the third (3rd) anniversary of the Commencement Date and again on the sixth (6th) anniversary of the Commencement Date.

Additional Terms: No additional substantive changes to the terms and conditions contained in the Fuel Flowage Agreement dated August 13, 2015, EXCEPT the inclusion of additional provisions relating to Nondiscrimination as required by the FAA.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the UND Fuel Flowage Fee Agreement and authorize the Executive Director to execute the document.

A motion was made by Hodny to approve the UND Fuel Flowage Fee Agreement and authorize the Executive Director to execute the document. The motion was seconded by Rustad to approve the UND Fuel Flowage Fee Agreement and authorize the Executive Director to execute the document.

**Roll Call Vote:**

Hodny: Aye  
Kuhlman: Aye  
Meland: Aye  
Mutchler: Aye  
Osowski: Aye  
Rustad: Aye  
Simonson: chairing the meeting

**Action Taken:** Motion carried unanimously.

The meeting adjourned at 8:51 a.m.

Respectfully submitted,  
Katie Frownfelter  
GFRAA Administrative Assistant

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

**July 17, 2025**

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 17, 2025, presided by Chair Simonson. The Members present were Steve Kuhlman, Tony Hodny, Rick Meland, and Rebecca Osowski. Also present were Mead & Hunt's Steve Synhorst (via Teams), Josh Brelje (in person) and Jon Scraper (in person), Airport Attorney Matt Paulson, and UND's Jeremy Roesler, Jeff Ohman, Avflight, Harlan Jensen, and Jeff Vatnsdal of GFK On-Call Maintenance, GF Herald's Matthew Voight. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, Intern and Katie Frownfelter, Administrative Assistant.

The meeting was called to order at 8:00 a.m. Confirmed quorum and initiated the approval of minutes by Chair Simonson.

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Chair Simonson asked for a motion to approve the minutes from June 19, 2025, as written. A motion was made by Hodny to approve the minutes from June 19, 2025, as written. The motion was seconded by Osowski to approve the minutes from June 19, 2025, as written.

**Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Riesinger presented the June financial report. Riesinger noted that Krista, who is on maternity leave and doing well, prepared the financials. Landings for June 2025 were on track with the forecast. Enplanements were slightly below forecast for June, but the load factors for Delta were stronger, contributing to a slight increase in enplanements for the month. June 2025 had a net gain of over \$26,000, significantly higher than the budgeted gain of \$4,500. Overall year-to-date revenue was very close to the budget, with revenue slightly down compared to the budget but expenses also below budget, contributing to the positive financial outcome. Rental car commissions were slightly down due to lower enplanements, which directly impact rental car usage and commissions. Fuel flowage for June was strong, slightly under budget but above 2024 levels, indicating robust activity. UND Aerospace reported the highest number of flight hours ever flown in their most recent fiscal year, significantly contributing to the strong fuel flow numbers.

## 2. Director Report

- a) Riesinger noted upcoming meetings with SkyWest on July 31st and United on August 7th are scheduled, with a strong group attending, including the Mayor, industry representatives, and UND President Andy Armacost.
- b) Riesinger talked about the city review and the airport becoming a possible city department is ongoing, with a benchmarking report comparing Grand Forks to other state airports nearing completion.
- c) Riesinger had a hand-out from the GF Herald with the article that had Dr. Kim Kenville's viewpoints. The Grand Forks Herald discussed the potential city department status with Dr. Kim Kenville cautioning against expected cost reductions or efficiencies.
- d) Riesinger updated on the union discussions, mentioning a productive meeting with the local 5560 union. They agreed to proceed with informal monthly discussions and may not need a formal collective bargaining agreement. The next meeting is scheduled for August 18<sup>th</sup>.
- e) Riesinger showed the progress on the new UND dispatch building, mentioning that the old dispatch building area has been removed and work is ongoing. UND is temporarily operating from the first floor of the five-story building without any issues.
- f) Riesinger reported that the golf outing was a success with 70 participants. He thanked the sponsors, including Meet and Hunt, Camrud, Maddock, Olson, Larson, McGough Construction, and Allegiant Airlines for their contributions. and mentioned that the event helps build relationships and get to know people better.

## 3. Chairmans Report

- a) No chairman's report at this time.

## C. New Business

### 1. 2026 Budget Review – 1st Reading

A presentation and review of the proposed 2026 Budget was conducted during the meeting.

The proposed 2026 Budget was included in the board packet.

It is planned that the 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 2026 Budget.

A motion was made by Osowski to approve the 1st reading of the 2026 Budget. The motion was seconded by Meland to approve the 1st reading of the 2026 Budget.

### Roll Call Vote:

Hodny: Aye

Kuhlman: Aye  
Meland: Aye  
Mutchler: not present  
Osowski: Aye  
Rustad: not present  
Simonson: chairing the meeting

**Action Taken:** Motion carried unanimously.

## **2. FAA Part 13 Response – Draft Corrective Action Plan**

An overview of the draft Corrective Action Plan (CAP) for the FAA Part 13 was conducted. The FAA determined that the current minimum standards require too much land and hangar space for specialized aviation service operations, prompting the need for a corrective action plan. The review process will involve researching other airports' standards, gathering input, and updating the minimum standards to accommodate the new business models.

The Corrective Action Plan is to be submitted to the FAA by July 24, 2025.

## **3. International Association of Fire Fighters (IAFF) Local 5560 Introduction**

Tim Burrows, president of the IAFF Local 5560, introduced himself and shared the union's goal of achieving the highest level of ARFF and operational services. He invited board members to visit the Operations Center and emphasized the importance of training, equipment, and community outreach.

This is for informational purposes only and no action is required by the Board at this time.

## **4. Other New Business**

Commissioner Osowski recommended the board develop a public comment policy for board meetings, including submission of comment cards before the meeting.

The meeting adjourned at 9:27 a.m.

Respectfully submitted,  
Katie Frownfelter  
GFRAA Administrative Assistant

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

**August 21, 2025**

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 21, 2025, presided by Chair Simonson. The Members present were Tony Hodny, Rick Meland, and Tim Mutchler. The Members present via Teams were Rebecca Osowski. Also present were Mead & Hunt's Steve Synhorst (in person), Josh Brelje (in person), Jon Scraper (in person), and Carson Stuhaug (via Teams), Airport Attorneys Tim Dittus and Matt Paulson, UND's Jeremy Roesler and Dr. Kim Kenville, Harlan Jensen and Jeff Vatsndal of GFK On-Call Maintenance, and GF Herald's Matthew Voight. Staff attending included Ryan Riesinger, Executive Director, Joey Castiglione, Director of Operations and Maintenance, Cason Dunker ARFF/Operations Supervisor, Scott Nelson, Maintenance Supervisor, Carter Portman, Intern and Katie Frownfelter, Administrative Assistant.

The meeting was called to order at 7:59 a.m. Confirmed quorum and initiated the approval of minutes by Chair Simonson.

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Chair Simonson asked for a motion to approve the minutes from July 17, 2025, as written. A motion was made by Meland to approve the minutes from July 17, 2025, as written. The motion was seconded by Hodny to approve the minutes from July 17, 2025, as written.

**Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Riesinger presented the July financial report. Riesinger noted that Krista, who is on maternity leave and doing well, prepared the financials. Krista is planning on returning back to work on September 8<sup>th</sup>. The airport reported a loss of just over \$33,000 for July, attributed mainly to timing of invoices, including a legal invoice, but maintained a year-to-date net revenue ahead of budget by approximately \$103,000. Delta's forecasted fourth flight did not materialize, causing variances in forecasted versus actual landings and enplanements, while Allegiant's performance was on target. Expenses for July were slightly above budget due to timing, but overall expenses remained \$21,000 below budget; parking lot revenue was down compared to 2024, and car rentals were strong for July. Building and ground maintenance expenses were discussed as a reoccurring challenge, with the need for ongoing monitoring due to unpredictable repairs and upgrades, especially in summer months. Fuel flowage

was down in July due to stormy weather and operational constraints, but in previous months, we had record flight hours at UND.

## 2. Director Report

- a) Riesinger reported on the Air Service Expansion Committee. A delegation including Mayor Bochenski, President Armacost, Keith Lund, Tom Swoyer, Mike Fridolfs, Christina Cole, and others met with Sky West and United to advocate for new service. The group presented community growth, air service expansion initiatives, and the Small Community Air Service Development Grant to Sky West and United, receiving positive feedback but no final decisions on new service yet. Projections showed potential for profitable operations with second-year load factors of 77% for Sky West and 83% for United; the number of daily flights and which airline will operate the service remain undecided. Delta proposed adding a fourth daily flight, potentially using smaller CRJ 550 aircraft, which would improve scheduling but slightly reduce total seat capacity; discussions are ongoing for a possible 2026 start. Allegiant announced reductions in flights, including the discontinuation of the Orlando Sanford route from Grand Forks and Minot due to low load factors and system-wide aircraft reductions. July's load factors for Delta were 88.2% and Allegiant was 86.5%, combined was 87.9%. We like to see load factors above 80%.
- b) Riesinger discussed the impact of reduced Canadian passenger traffic, with a 3% decrease in Canadian license plates at the airport and a 35% drop in border crossings, affecting Allegiant's service decisions. Historically, Canadian passengers are a significant market for Grand Forks, especially when exchange rates were favorable and Canadian airports lacked low-cost carriers; recent years have seen more Canadians flying from Winnipeg due to new low-cost options and subsidies. The airport continues to market in Winnipeg and Manitoba to attract Canadian passengers, recognizing the large potential market, but faces competition from improved Canadian air service. Allegiant closely tracks passenger origins and adjusts service accordingly, with reductions in flights linked to decreased Canadian demand and overall system constraints.
- c) Riesinger updated on the union meeting. Joey, Cason and Riesinger met with union representatives to discuss next steps, prioritizing additional training and revision of standard operating guidelines for relatively new staff. The group agreed to focus on enhancing training and updating standard operating guidelines to support the department's relatively new workforce, aiming for continuous improvement.
- d) Riesinger briefed on the implementation of the Customs Reimbursable Service Program, which now requires users to pay for after-hours customs services, with Avflight applying to facilitate the process. The program, active since August 1st, requires advance scheduling and payment for after-hours customs clearance; Avflight has applied to participate, and the airport is monitoring for more uniformity in implementation.
- e) Riesinger reported that the FAA approved the Airport's Part 13 plan, and there will be a need for public hearings and public comments, and possible draft

amendments to the minimum standards. Any policy updates will be presented at future meetings to ensure transparency and good governance.

### 3. Chairmans Report

- a) Chair Simonson thanked Mayor Bochenski, President Armacost, Keith Lund, Tom Swoyer, Mike Fridolfs, Christina Cole, and Ryan Riesinger and all others that attended the meetings with the airline headquarters for the Small Community Air Service Grant. Also, it's great to see the load factors are over 80%. Thank you everyone for flying GFK.

## C. New Business

### 1. 2026 Budget Review – 2nd Reading

The 2026 Budget was present and reviewed during the meeting.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the 2nd reading of the 2026 Budget.

A motion was made by Hodny to approve the 2nd reading of the 2026 Budget. The motion was seconded by Mutchler to approve the 2nd reading of the 2026 Budget.

#### **Roll Call Vote:**

Hodny: Aye

Kuhlman: not present

Meland: Aye

Mutchler: Aye

Osowski: Abstained (No vote heard on Teams)

Rustad: not present

Simonson: chairing the meeting

**Action Taken:** Motion carried unanimously

### 2. 2026 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 2026 CIP was reviewed at the meeting.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the 2026 Capital Improvement Plan.

A motion was made by Meland to approve the 2026 Capital Improvement Plan. The motion was seconded by Hodny to approve the 2026 Capital Improvement Plan. motion was seconded by Mutchler to approve the 2nd reading of the 2026 Budget.

#### **Roll Call Vote:**

Hodny: Aye

Kuhlman: not present

Meland: Aye  
Mutchler: Aye  
Osowski: Aye  
Rustad: not present  
Simonson: chairing the meeting

**Action Taken:** Motion carried unanimously.

### **3. Approval of Bid for Old Administration Building Demo**

We opened bids on Wednesday, August 20th at 10:30 am for the demolition of the Old Administration Building. Please see the attached Recommendation of Award prepared by Mead & Hunt for this project.

This demolition was included in the 2025 Capital Budget.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the bid of M&M Contracting and Septic Repair in the amount of \$261,660.00, and authorize the Executive Director to execute the required documents.

A motion was made by Hodny to approve the bid of M&M Contracting and Septic Repair in the amount of \$261,660.00, and authorize the Executive Director to execute the required documents. The motion was seconded by Meland to approve the bid of M&M Contracting and Septic Repair in the amount of \$261,660.00, and authorize the Executive Director to execute the required documents.

#### **Roll Call Vote:**

Hodny: Aye  
Kuhlman: not present  
Meland: Aye  
Mutchler: Aye  
Osowski: not present  
Rustad: not present  
Simonson: chairing the meeting

**Action Taken:** Motion carried unanimously.

### **4. Mead & Hunt Task Order #21 – Demolition of Old Airport Administration and ARFF Building – Amendment #1**

The Old Airport Administration and ARFF Building has been replaced with other facilities and no longer has any tenants. As part of our overall Master Plan this building has been slated for demolition to make way for other future development.

Mead & Hunt Task Order #21 was approved previously to provide Design and Bidding services for this project. Mead & Hunt included time in the original task order for unforeseen issues, but no unforeseen issues were encountered during design.

Amendment #1 is to reduce the Design and Bidding fee from \$128,291.00 to \$85,000.00, and utilize the remaining amount for Construction Administration Services. These services will include submittal reviews, addressing contractor questions, biweekly site visits, weekly construction meetings, contractor pay request review and approval, and a final site inspection.

This is a no cost difference Amendment. The services are to be funded 100% by the Airport and are included in the 2025 Capital Budget.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Amendment #1 to Mead & Hunt Task Order #21, and authorize the Executive Director to execute the required documents.

A motion was made by Meland to approve Amendment #1 to Mead & Hunt Task Order #21, and authorize the Executive Director to execute the required documents. The motion was seconded by Mutchler to approve Amendment #1 to Mead & Hunt Task Order #21, and authorize the Executive Director to execute the required documents.

**Roll Call Vote:**

Hodny: Aye  
Kuhlman: not present  
Meland: Aye  
Mutchler: Aye  
Osowski: not present  
Rustad: not present  
Simonson: chairing the meeting

**Action Taken:** Motion carried unanimously.

**5) Other New Business**

**No new business**

The meeting adjourned at 9:34 a.m.

Respectfully submitted,  
Katie Frownfelter  
GFRAA Administrative Assistant

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

**September 18, 2025**

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 18, 2025, presided by Chair Simonson. The Members present were Tony Hodny, Rick Meland, Tim Mutchler, and Rebecca Osowski. Also, present were Mead & Hunt's Steve Synhorst, Josh Brelje, and Carson Stuhaug (via Teams), Airport Attorneys Tim Dittus and Matt Paulson, UND's Jeremy Roesler, Harlan Jensen (via Teams) and Jeff Vatnsdal of GFK On-Call Maintenance. 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, Carter Portman, Intern, and Katie Frownfelter, Administrative Assistant.

The meeting was called to order at 8:00 a.m. Confirmed quorum and initiated the approval of minutes by Chair Simonson.

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Chair Simonson asked for a motion to approve the minutes from August 21, 2025, as written. A motion was made by Hodny to approve the minutes from August 21, 2025, as written. The motion was seconded by Mutchler to approve the minutes from August 21, 2025, as written.

**Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Gravseth presented the August 2025 financial reports. Forecasted enplanements were 68,000, with actuals at nearly 63,000; August saw 6,200 enplanements, outperforming the prior month's 5,600, attributed to strong load factors for Delta and Allegiant. Year-to-date revenue was just under \$3.1 million, slightly below the \$3.165 million budget, mainly due to lower car rentals and parking revenue, while expenses were \$48,000 below budget, with some timing differences expected to be resolved in coming months. Car rentals were down year-to-date but rebounded in July and August; parking revenue trailed the aggressive budget but was consistent with expectations, and restaurant commissions matched the previous year. Revenue per enplanement increased to \$14.75 in August, raising the annual average to \$12.94, while cost per enplanement was \$7.38 in August, lowering the annual average to \$7.93. In response to a question, it was clarified that cost per enplanement is derived from landing fees, terminal rents, and jet bridge fees paid by the airlines.

## 2. Director Report

- a) Riesinger reported on the great news that we have officially received the \$15,157,068 FAA grant for the primary runway reconstruction project. We have an agenda item later in the meeting to approve the bids and authorize execution of the grant.
- b) Riesinger reported that the recent Delta load factors were 88% and 87% for the months of July and August, so those are great numbers to see. Delta has been adjusting their flight schedule times, and the new marketing campaign, which kicked off back in May, has been doing very well. So those could be a factor as to why we are seeing some improvement in load factor numbers, especially with Delta. On the marketing front, we're planning to have the team from Advance Aviation provide an update at next month's board meeting.
- c) Riesinger updated that there is a meeting scheduled with Delta headquarters in October to discuss a possible addition of a fourth flight. Part of the discussion with Delta has been if we add a 4<sup>th</sup> flight, we potentially could go to 50 seat aircraft. This means fewer seats, but load factors would likely increase and passengers would have better schedule and connection options.
- d) Riesinger reported that there has been no update on the United/Skywest decision from the meetings that they had last month. We are hopeful that a decision is made by the end of the year.
- e) Riesinger briefed on the Highway 2/Airport Drive Intersection. There was a meeting with NDDOT last week to narrow down the alternatives to a 2 by 1 roundabout or a diamond interchange along with the cost estimates for both. The roundabout is approximately 10 million dollars and would take about 3 years to complete. The diamond interchange costs went up dramatically after some further review, that cost is at 90 million dollars and approximately 10 years to complete. The DOT specifically noted that on the roundabout option, they would be able to fund the vast majority of the work in the neighborhood of 90% with either their federal or state funding; funding a diamond interchange would be challenging. The DOT is now ready to take public input and will have meetings in early November. Once those meetings are set up, we will notify the board, our staff, and tenants.
- f) Riesinger reported on September 3<sup>rd</sup>, we held our triennial emergency exercise that was successfully completed. We had Grand Forks City Fire, Grand Forks Police, other area fire departments, Altru Health EMT's and medical response, Grand Forks County Emergency Management and others. We also had a great number of volunteers to play the role of victims and casualties. This exercise is an FAA certification requirement to be done every 3 years. I want to give special thanks to Cason because Cason really was the primary planner of this

exercise. Also Joey, the entire ARFF/OPS department, the maintenance department and Carter were involved with getting the volunteers and such for the event. So, thanks to all of them and appreciate the work on that.

- g) Riesinger provided an update on the Part 13 that we're working through with the FAA. We continue to work on that process. We are completing reviews of other minimum standards and preparing draft amendments for future Board consideration. We did receive a request from GFK-On call last week to meet and discuss allowing them access prior to our review and work being complete. We declined that request as we did not believe it was appropriate while we were following the FAA approved Corrective Action Plan which does take some time to work through. It's our intent to at least meet the time frames of the Corrective Action Plan, if not have them done and completed in advance of that schedule.
- h) Riesinger reported that we continue to work on the public comment policy. It's very close, but it was not quite ready for this board meeting. We've got some internal reviews going on and our plan is to have that at our board meeting next month.
- i) Riesinger mentioned that Mr. Dittus had a birthday last Friday, and he is nearing retirement. There will be a more formal recognition at a future meeting.

### **3. Chairman's Report**

- a) Chair Simonson commented on the FAA grant which is fantastic news for the runway project and was really happy to have that confirmed this morning. Secondly, I think you touched on the Delta load factor, but I also wanted to point out Allegiant was in the 80s as well, so that's great to see. And I just wanted to thank all the volunteers and everybody that participated in the emergency exercise. There's a lot that goes into that, so, Thank you.

## **C. New Business**

### **1) Approval of Bids for Phase 1 (North Portion) of the Runway 17R/35L Reconstruction Project**

We received and opened bids on Wednesday, May 14, 2025, for Phase 1 (North Portion) of the Runway 17R/35L Reconstruction Project. The bids included three Schedules: Schedule 1 (General/Civil Construction), Schedule 2 (Electrical Construction), and Schedule 3 (Combined General/Civil and Electrical Construction); seven Divisions for various portions of the work; and three Bid Alternates: 1A (Lime-treated subgrade), 1B (Cement-treated subgrade), and 2 (Paved Runway Shoulders). The bids were reviewed at our Airport Authority Board meeting on May 15th, 2025.

Mead & Hunt has reviewed and certified the bids – please see the attached memo. The lowest responsive bidders to complete the work were Gowan Construction, Inc. (Bid Schedule 1 with Bid Alternate 1B) with a bid of \$14,154,824.04, and Archkey/Parsons

Electric (Bid Schedule 2) with a bid of \$1,339,262.25, for a total Construction Cost of \$15,494,086.29. The Engineer's Opinion of Construction Cost was \$23,868,277.50 – we received very competitive bids.

We were required by the FAA to open bids and submit an application for federal funding for the project. This was completed and sent to them on August 13th, 2025. The application included a federal grant request of \$15,157,068.00 to complete the construction.

The bid documents allowed for the Airport Authority to hold the bids until October to evaluate the bids and coordinate with the FAA and State on the funding plan. Yesterday, on September 17th, we received confirmation from the FAA that our 2025 FAA Grant was awarded for the full \$15,157,068.00 amount requested, resulting in approximately 95% of the construction costs being funded by the FAA, which is the maximum amount allowed. The remaining 5% will be completed with State and Local funding, and we will be well under our Local budgeted amount for 2026.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve the bids of Gowan Construction, Inc. (Bid Schedule 1 with Bid Alternate 1B) in the amount of \$14,154,824.04, and Archkey/Parsons Electric (Bid Schedule 2) in the amount of \$1,339,262.25 and authorize the Executive Director to execute the required documents, including all FAA and State grant documents.

A motion was made by Hodny motion to approve the bids of Gowan Construction, Inc. (Bid Schedule 1 with Bid Alternate 1B) in the amount of \$14,154,824.04, and Archkey/Parsons Electric (Bid Schedule 2) in the amount of \$1,339,262.25 and authorize the Executive Director to execute the required documents, including all FAA and State grant documents. The motion was seconded by Osowski motion to approve the bids of Gowan Construction, Inc. (Bid Schedule 1 with Bid Alternate 1B) in the amount of \$14,154,824.04, and Archkey/Parsons Electric (Bid Schedule 2) in the amount of \$1,339,262.25 and authorize the Executive Director to execute the required documents, including all FAA and State grant documents.

**Roll Call Vote:**

Hodny: Aye  
Kuhlman: not present  
Meland: Aye  
Mutchler: Aye  
Osowski: Aye  
Rustad: not present  
Simonson: chairing the meeting

**Action Taken:** Motion carried unanimously

**2) Mead & Hunt Task Order #22 – Construction Services for the Runway 17R/35L Reconstruction Project (Phase 1) – September 18 - December 31, 2025**

Task Order #22 and a detailed Scope of Services for Mead & Hunt to complete the following Construction Services for the Runway 17R/35L Reconstruction Project (Phase 1), for the time period of September 18 – December 31, 2025:

- Preconstruction Conference
- Material Submittal Reviews
- Shop drawing / equipment reviews
- Pay Requests
- Site Visits of the staging area

This Task Order will allow for the necessary construction oversight of the project through December 31, 2025, and time to complete the FAA required five-year consultant selection process by the end of 2025.

The total cost of these services are hourly in the amount of \$75,000.00 and are eligible to be funded with our 2025 FAA AIG IJA (BIL Grant) and State/Local funding. This amount was included in our 2026 Budget.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve Task Order #22 in the amount of \$75,000.00 and authorize the Executive Director to execute the required documents, including all FAA and State grant documents.

A motion was made by Osowski to approve Task Order #22 in the amount of \$75,000.00 and authorize the Executive Director to execute the required documents, including all FAA and State grant documents. The motion was seconded by Hodny to approve Task Order #22 in the amount of \$75,000.00 and authorize the Executive Director to execute the required documents, including all FAA and State grant documents.

**Roll Call Vote:**

Hodny: Aye  
Kuhlman: not present  
Meland: Aye  
Mutchler: Aye  
Osowski: Aye  
Rustad: not present  
Simonson: chairing the meeting

**Action Taken:** Motion carried unanimously.

### 3) Approval of bid for Airport Road Sign Modification

We have received bids to modify the Grand Forks International Airport Sign located at the intersection of Airport Road and U.S. Hwy 2. The existing sign features design elements from the old passenger terminal building and the Board has expressed an interest in a modification that would tie to the current terminal building.

Please see the attached design schematic. This modification would keep the sign base as is, remove the top portion, and replace it with “GFK” lettering like what is on the current terminal building.

Given the possible changes to the intersection in the near future we believe this modification to the existing sign is more logical than designing and installing an entirely new sign.

We have received two bids to complete this modification:

Indigo Signs - \$17,887.77  
Customs Graphics - \$26,585.00

This was not a budgeted item for 2025, however, there is funding available in the 2025 Capital Budget to add the project at this time.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve the bid of Indigo Signs in the amount of \$17,887.77 to complete the Airport Road Sign modification.

A motion was made by Hodny to approve the bid of Indigo Signs in the amount of \$17,887.77 to complete the Airport Road Sign modification. The motion was seconded by Mutchler to approve the bid of Indigo Signs in the amount of \$17,887.77 to complete the Airport Road Sign modification.

#### **Roll Call Vote:**

Hodny: Aye  
Kuhlman: not present  
Meland: Aye  
Mutchler: Aye  
Osowski: Aye  
Rustad: not present  
Simonson: chairing the meeting

**Action Taken:** Motion carried unanimously.

### 4) Other New Business

**No new business**

The meeting adjourned at 8:55 a.m.

Respectfully submitted,  
Katie Frownfelter  
GFRAA Administrative Assistant

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

**October 16, 2025**

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 16, 2025, presided by Vice Chair Kuhlman. The Members present were Tony Hodny, Rick Meland, Tim Mutchler, and Rebecca Osowski. Also, present were Mead & Hunt's Steve Synhorst, Josh Brelje, Jon Scrapper and Carson Stuhaug (via Teams), Airport Attorneys Tim Dittus and Matt Paulson, UND's Jeremy Roesler and Dr. Kim Kenville, Christina Cole (via Teams), Karen Sherwood (via Teams) and Kayleigh Tarbet from Advance Media New York, Kyle Black (via Teams) GFK Flight Support, Jeff Ohman (via Teams) AvFlight, Harlan Jensen (via Teams) of GFK On-Call Maintenance. 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, Intern, and Katie Frownfelter, Administrative Assistant.

The meeting was called to order at 8:00 a.m. Confirmed quorum and initiated the approval of minutes by Vice Chair Kuhlman.

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Vice Chair Kuhlman asked for a motion to approve the minutes from September 18, 2025, as written. A motion was made by Hodny to approve the minutes from September 18, 2025, as written. The motion was seconded by Meland to approve the minutes from September 18, as written.

**Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Gravseth presented the September 2025 financial report. Enplanements for September were nearly 69,000, short of the 77,000 budget forecast. Year-to-date revenue was approximately \$3.4 million, \$87,000 below target, primarily due to underperformance in parking lot revenue. Expenses were \$55,000 below budget at \$3.14 million, but some anticipated expenses are expected to be realized in the coming months. Parking lot revenue was down by about \$20,000 year-to-date, consistently missing monthly targets, attributed in part to the missing fourth flight. Car rental revenues were also lower than previous years, particularly missing targets in March and April, with hopes for improvement in October. Fuel Flowage was strong this month, above budgeted numbers. Revenue per enplanement for September is \$15.57, the average is \$13.23. The cost per enplanement for September is \$8.55, the average is 8.00.

## **2. Director Report**

- a) Riesinger updated on the Federal government shutdown and the effects on the Air Traffic Control Tower and TSA employees. All employees are reporting to work without pay and we have had no impacts locally. FAA grants are not being impacted and we continue to work on grant close-outs.
- b) Riesinger reported on the Small Community Air Service Grant Initiative. Mayor Bochenski had a call with United last week and we are hoping to hear news on the start up by the end of the year. Riesinger has been in talks with Delta on a 4<sup>th</sup> flight.
- c) Riesinger updated the lease for the Northrup Grumman is extended to April 30, 2027, with a 3% rent increase.
- d) Riesinger mentioned that they have been in communication with General Atomics. They would like to start operations here next year when the runway rehab starts at the Air Force base. We will also be under construction with the main runway. It's been a challenge to get FAA ATCT personnel to attend meetings that are needed to discuss operations for UAS, with the Federal Government shutdown. UND is willing to work with these operations. Air Traffic Control would like to complete a risk assessment for the operations. General Atomics has already researched GFK to ensure they would have the infrastructure needed for their operations.
- e) Riesinger asked Joey Castiglione to present the renderings of the new Dormakaba Exit Lane Technology. Joey presented the new exit lane and how the system operates.
- f) Riesinger reminded the board of the 5-year selection process for the consulting engineering firm required by the FAA due at the end of the year. He will be scheduling interviews soon.
- g) Riesinger updated that the ND DOT has scheduled public input meetings for November 4<sup>th</sup> and 5<sup>th</sup> from 6pm to 8pm at the Alerus Center to discuss options for the Hwy 2 and Airport Dr intersection.
- h) Riesinger informed the board that Strata has given us notice that they are selling property east of GFK (south of the lagoons and north of runway 27L). Presently GFK has no interest in purchasing this property. Any development on the land would require FAA notification and compliance.

## **3. Chairman's Report**

Vice Chair Kuhlman had no report at this time.

### **C. New Business**

#### **1. Approval of purchase of ADS-B Equipment for FAA Surface Awareness Initiative**

Grand Forks International Airport (GFK) has been selected by the FAA to participate in a new Surface Awareness Initiative (SAI) to improve runway safety. SAI has been

implemented at 18 airports previously, and GFK is one of 32 new sites to receive the technology. We were likely selected as we are regularly in the Top 30 busiest airports in the country.

As part of the program, the FAA has installed the SAI antenna equipment at GFK that will provide real-time information on the location of aircraft. The system utilizes Automatic Dependent Surveillance-Broadcast (ADS-B) technology that is mandated in all aircraft.

The Airport Authority has an opportunity to purchase our own ADS-B equipment to be installed in our ground vehicles, including Operations, Fire, Snow Removal, and Maintenance equipment. In addition to improving safety, air traffic controllers and airport staff would be able to see the location of our equipment for operational purposes during snow removal, grass mowing, construction, airfield inspections, and maintenance activities, to name a few.

Staff has reviewed the capabilities of the system and believe this would be a significant safety benefit for the airport and our operation.

In order to utilize the FAA system we would need to purchase and install ADS-B “Vehicle Movement Area Transponders” for our vehicles and equipment. We recommend purchasing 30 of the units for this purpose. We have received two quotes for the 30 units – the low quote that met the FAA requirements was \$102,560.00 from uAvionix. This would be a 100% local airport expense. It was not included in the 2025 Budget, but we believe there is room within the 2025 Capital Budget, with approval of the Airport Authority Board.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve the purchase of 30 ADS-B transponders from uAvionix in the amount of \$102,560.00, to utilize as part of the FAA Surface Awareness Initiative.

A motion was made by Hodny to approve the purchase of 30 ADS-B transponders from uAvionix in the amount of \$102,560.00, to utilize as part of the FAA Surface Awareness Initiative. The motion was seconded by Osowski to approve the purchase of 30 ADS-B transponders from uAvionix in the amount of \$102,560.00, to utilize as part of the FAA Surface Awareness Initiative.

**Roll Call Vote:**

Hodny: Aye  
Kuhlman: chairing the meeting  
Meland: Aye  
Mutchler: Aye  
Osowski: Aye  
Rustad: not present  
Simonson: not present

**Action Taken:** Motion carried unanimously

**2. Review of Airport Authority Board Meeting Public Comment Policy**

After recommendation by the Airport Authority Board, Staff and Legal Counsel were asked to draft a Public Comment Policy to be implemented for regularly scheduled

Airport Authority Board of Commissioners meetings. Attached is a draft version for review.

The policy can be approved at this meeting, or comments could be incorporated into an edited version, if preferred.

A motion was made by Osowski to table the Public Comment Policy to review recommended changes. The motion was seconded by Hodny to table the Public Comment Policy to review recommended changes.

**Roll Call Vote:**

Hodny: Aye

Kuhlman: chairing the meeting

Meland: Aye

Mutchler: Aye

Osowski: Aye

Rustad: not present

Simonson: not present

**Action Taken:** Motion carried unanimously.

**3. Advance Aviation Marketing Report**

We started working with Advance Aviation earlier this year on our advertising and marketing campaigns. Christina Cole, Karen Sherwood, and Kayleigh Tarbet from Advance Aviation joined via Teams and reported on recent campaign activities.

This is an information item and does not require Board action.

**4. Other New Business**

**No additional business**

The meeting adjourned at 9:23 a.m.

Respectfully submitted,  
Katie Frownfelter  
GFRAA Administrative Assistant

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

**November 20, 2025**

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 20, 2025, presided by Chair Simonson. The Members present were Tony Hodny, and Rebecca Osowski. The Members presents via Teams were Rick Meland and Mark Rustad. Also, present were Mead & Hunt's Steve Synhorst, Josh Brelje, and Carson Stuhaug (via Teams), Airport Attorneys Tim Dittus and Matt Paulson, UND's Jeremy Roesler, Jeff Vatnsdal and Harlan Jensen (via Teams) of GFK On-Call Maintenance. 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, and Carter Portman, Intern.

The meeting was called to order at 8:00 a.m. Confirmed quorum and initiated the approval of minutes by Chair Simonson.

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Chair Simoson asked for a motion to approve the minutes from October 16, 2025, as written. A motion was made by Hodny to approve the minutes from October 16, 2025, as written. The motion was seconded by Osowski to approve the minutes from October 16, 2025, as written.

**Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Gravseth presented the October 2025 financial report. The Operating Snapshot for October was net loss \$76,136 vs budget loss of \$75,128. 2025 Net Revenue budgeted \$103,640.00. Overall Operating snapshot by month year to date net gain of \$211,959 vs. a budgeted gain of \$239,366. October 2025 net loss of \$76,136. Year to date expenses vs. budget are \$3,592,540 vs. \$3,632,566, respectively, which is below the budget by \$40,026. Parking lot revenue is slightly down on revenue. Restaurant commissions were slightly ahead of last year. Fuel Flowage for UND is on budget and Avflight is slightly below budget. Revenue per Enplanement for October is \$12.32 with the average per year at \$13.14. The Cost per Enplanement for October is \$7.37 with the average \$7.94.

**2. Director Report**

- a) Riesinger provided an update on air service. Delta provided news that they will add a 4<sup>th</sup> flight to GFK schedule to MSP starting April 13, 2026. The service is

loaded into the schedule as of Saturday. They will be using a 50 seat CRJ 550 aircraft resulting in fewer total seats but improved schedule and potential more competitive airfares. This will likely increase load factors and could justify the push for a fifth flight in the future. Riesinger also added that the CRJ 550 is a 3 class aircraft.

- b) Riesinger provided an update on the United Air Service recruitment effort. Senator's Cramer and Hoeven, and Representative Fedorchak sent a joint letter of support to United Airlines CEO Scott Kirby showing their support of the United Airlines service to both Denver and Chicago as potential destinations. We are very thankful for that letter of support and hope to see an announcement from United as to when that service will start up.
- c) Riesinger updated on the government shutdown. Thankfully the government shutdown has ended. Earlier this month the FAA and DOT announced they were cutting back on operations at 40 major hub airports across the country. We were affected by cancellations and had a total of 5 last week. Other Commercial Service airports in North Dakota experienced similar numbers. Our local FAA and TSA staff continued to report to work. The Airport Authority provided a lunch for FAA and TSA staff, and other local businesses also participated.
- d) Riesinger reported UND Aerospace had a record last month with 18,000 flight hours in October. Riesinger also provided a video of the progress of the construction of the new hangar and operations facility at UND. Jeremy Roesler confirmed that work is progressing well and will continue through the winter.
- e) Riesinger updated on the Part 13 meetings with GFK On-Call, Avflight, GFK Flight Support, GFK Wings, and Valley Aircraft Services. The airport legal counsel, Matt Paulson, Tim Dittus and Riesinger, prepared draft amendments for board consideration. We will be preparing for a public hearing in the near future.
- f) Riesinger updated that the Dormakaba exit lane project is in progress.
- g) Riesinger reported on the Request For Qualifications for engineering and architectural services for the next 5-year selection. The RFQ has been prepared and will be sent out soon. A selection committee will be established for this. In the past we have done interviews and will try to do all of them in one day. We plan on bringing the new agreement to the board in January.

### **3. Chairman's Report**

- a) Chair Simonson thanked all the TSA officers and Air Traffic Controllers that worked through the government shutdown. He thinks that their professionalism deserves our support. He would also like to thank SkyWest airlines for adding a 4<sup>th</sup> flight here at GFK. Thank you for their partnership with GFK.

## C. New Business

### 1. Review of U.S. 2 Intersection Alternatives for Comments from Airport Authority Board

The North Dakota Department of Transportation held two public input meetings earlier this month to provide information on the alternatives for the U.S. 2, County Road 5, and Airport Drive intersection. The alternatives include a One-Lane Roundabout, a 2X1 Roundabout, and a Shifted-Diamond Interchange. Attached are schematics of the three alternatives and a summary of findings are listed below:

- All of the alternatives would maintain the North-South and South-North access for the Airport.
- It is believed that the alternatives will improve safety and decrease serious accidents, including high speed angular and rear end collisions.
- The estimated cost differences are significant – the roundabout options are approximately \$8.5-12 million and the interchange is \$99.7 million
- The estimated timeframes to plan, design, and construct are also significant – the roundabouts would be completed in 4 years and the interchange in 10 years.

A motion was made by Rustad to remove 1-lane roundabout option for the intersection. The motion was seconded by Osowski to remove 1-lane roundabout option for the intersection.

#### **Roll Call Vote:**

Hodny: Nay  
Kuhlman: not present  
Meland: Aye  
Mutchler: not present  
Osowski: Aye  
Rustad: Aye  
Simonson: chairing the meeting

**Action Taken:** Motion carried 3-1

A motion was made by Osowski to send comments for intersection options. The motion was seconded by Rustad to send comments for intersection options.

#### **Roll Call Vote:**

Hodny: Aye  
Kuhlman: not present  
Meland: Aye  
Mutchler: not present  
Osowski: Aye  
Rustad: Aye  
Simonson: chairing the meeting

**Action Taken:** Motion carried unanimously.

## 2. Approval of Airport Authority Board Meeting Public Comment Policy

After recommendation by the Airport Authority Board, Staff and Legal Counsel were asked to draft a Public Comment Policy to be implemented for regularly scheduled Airport Authority Board of Commissioners meetings. A draft Public Comment policy was reviewed at the October Board meeting and recommendations were made for edits, specifically that public comments would not need to be limited to an agenda item during the current or previous meeting.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve the Public Comment Policy for future Airport Authority Board of Commissioner’s meetings.

A motion was made by Osowski to approve the Public Comment Policy for future Airport Authority Board of Commissioner’s meetings. The motion was seconded by Hodny to approve the Public Comment Policy for future Airport Authority Board of Commissioner’s meetings.

### Roll Call Vote:

Hodny: Aye  
Kuhlman: not present  
Meland: Aye  
Mutchler: not present  
Osowski: Aye  
Rustad: Aye  
Simonson: chairing the meeting

**Action Taken:** Motion carried unanimously.

## 3. 2026 Airline Rates & Charges

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) and the previously approved 2026 Budget. 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 2026, we are proposing the following Airline Rates & Charges, per the Model and our approved 2026 Budget:

Landing Fees – includes Landing Fee and ARFF Fee	2024	2025	2026
Net Rate per 1000 lbs. landed weight	\$2.75	\$2.85	\$2.85
Terminal Rents	2024	2025	2026
Terminal Rental Rate – per sq. ft.	\$26.62	\$27.94	\$29.23
Jet Bridge Fees	2024	2025	2026

Jet Bridge Use Fee (per use)

\$22.26

\$23.36

\$24.96

**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:**

	2024	2025	2026
Landing Fee per 1000 lbs. landed weight	\$3.44	\$3.56	\$3.56
Terminal Use Fee (per use)	\$361.51	\$356.10	\$471.98
Jet Bridge Use Fee (per use)	\$27.83	\$29.20	\$31.20

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve the 2026 Airline Rates & Charges for Signatory Airlines: Net Landing Fee (\$2.85 per 1000 lbs. landed weight), Terminal Rental Rate (\$29.23 per sq. ft.), and Jet Bridge Use Fee (\$24.96 per use); and

for Non-Signatory Airlines: Landing Fee (\$3.56 per 1000 lbs. landed weight), Terminal Use Fee (\$471.98 per use), and Jet Bridge Use Fee (\$31.20 per use).

All are to be effective January 1, 2026.

A motion was made by Hodny to approve the 2026 Airline Rates & Charges for Signatory Airlines: Net Landing Fee (\$2.85 per 1000 lbs. landed weight), Terminal Rental Rate (\$29.23 per sq. ft.), and Jet Bridge Use Fee (\$24.96 per use); and

for Non-Signatory Airlines: Landing Fee (\$3.56 per 1000 lbs. landed weight), Terminal Use Fee (\$471.98 per use), and Jet Bridge Use Fee (\$31.20 per use).

The motion was seconded by Osowski to approve the 2026 Airline Rates & Charges for Signatory Airlines: Net Landing Fee (\$2.85 per 1000 lbs. landed weight), Terminal Rental Rate (\$29.23 per sq. ft.), and Jet Bridge Use Fee (\$24.96 per use); and

for Non-Signatory Airlines: Landing Fee (\$3.56 per 1000 lbs. landed weight), Terminal Use Fee (\$471.98 per use), and Jet Bridge Use Fee (\$31.20 per use).

**Roll Call Vote:**

Hodny: Aye

Kuhlman: not present

Meland: Aye

Mutchler: not present

Osowski: Aye

Rustad: Aye

Simonson: chairing the meeting

**Action Taken:** Motion carried unanimously.

#### 4. **Tim Dittus Retirement – Resolution #01-25**

Resolution #01-25 was read aloud by Chair Simonson during the meeting.

**EXECUTIVE DIRECTOR’S RECOMMENDATION:** A motion to approve Resolution #01-25, authorize the Board Chair and Executive Director to sign, and place the document in the permanent records of the Grand Forks Regional Airport Authority.

A motion was made by Osowski to approve Resolution #01-25, authorize the Board Chair and Executive Director to sign, and place the document in the permanent records of the Grand Forks Regional Airport Authority. The motion was approved by Meland to approve Resolution #01-25, authorize the Board Chair and Executive Director to sign, and place the document in the permanent records of the Grand Forks Regional Airport Authority.

#### **Roll Call Vote:**

Hodny: Aye  
Kuhlman: not present  
Meland: Aye  
Mutchler: not present  
Osowski: Aye  
Rustad: Aye  
Simonson: chairing the meeting

**Action Taken:** Motion carried unanimously.

#### 5. **New business**

No additional business.

The meeting adjourned at 9:25 a.m.

Respectfully submitted,  
Katie Frownfelter  
GFRAA Administrative Assistant

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

**December 18, 2025**

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, December 18, 2025, presided by Vice Chair Steve Kuhlman (via Teams). The Members present via Teams were Rick Meland, Tim Mutchler, Tony Hodny and Rebecca Osowski. Also, present were Mead & Hunt's Steve Synhorst (via Teams), Josh Brelje (via Teams), and Carson Stuhaug (via Teams), Airport Attorney's Tim Dittus and Matt Paulson, UND's Dr. Kim Kenville, 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 (all via Teams).

The meeting was called to order at 8:14 a.m. Confirmed quorum and initiated the approval of minutes by Vice Chair Kuhlman.

**A. Reading and Approval of Minutes**

**1. Approval of Minutes**

- a) Vice Chair Kuhlman asked for a motion to approve the minutes from November 20, 2025, as written. A motion was made by Osowski to approve the minutes from November 20, 2025, as written. The motion was seconded by Hodny to approve the minutes from November 20, 2025, as written.

**Action Taken:** Motion carried unanimously.

**B. Reports**

**1. Financial Report**

- a) Gravseth presented the November 2025 financial report. There were 84 Delta landings and 17 Allegiant landings. Year to date 84,858 enplanements. Year to date revenue is \$4,128,255 vs budget of \$4,249,432 which is below budget by \$121,177. Year to date expense is \$3,914,756 vs budget of \$4,022,974 which is below budget by \$108,218. Restaurant commissions are on target and car rentals are below budget from last year. Fuel Flowage is above budget due to good flying weather. Revenue per enplanement is at \$13.06 for November with an average for the year of \$13.19. Cost per enplanement is at \$8.36 for November with an average of \$7.98 for the year.

**2. Director Report**

- a) Riesinger thanked the maintenance staff for coming in early with the snow and ice. There are delayed flights and cancellations today due to weather conditions.
- b) Riesinger updated on Highway 2 and the stakeholder meetings. NDDOT wants recommendations on the preferred alternatives. Riesinger had sent out

information from the ND DOT to the Commissioners for a final discussion on preferred alternatives which will be on the January agenda.

- c) Riesinger updated on the Part 13. The amendments have been drafted and a public hearing will be scheduled in January. Watch for more information on this.
- d) Riesinger updated on projects that have been completed or in progress. The new Highway 2 sign has been completed. The exit lane is now operational and in use. Demo of the old administration building is  $\frac{3}{4}$  of the way completed.
- e) Riesinger mentioned the press release from TSA, effective February 1<sup>st</sup>, anyone that does not have a REAL ID will have to pay a fee of \$45. The payment will be good for 10 days, which allows time for a round trip. In the state of North Dakota there are about 80% of the population that have the REAL ID.
- f) Riesinger updated on the request for engineering services and hope to have a committee established soon. Targeting to have interviews on January 8<sup>th</sup> or 9<sup>th</sup>.
- g) Riesinger updated that weather permitting we do plan to have the Christmas party later this evening at the Ralph Engelstad Arena. It is the largest group ever signed up to attend. Hope to see everyone there.

### **3. Chairman's Report**

- a) No Chairman's Report

### **C. Public Comment**

- a) No Public Comment

### **D. New Business**

#### **1. Republic Parking Management Agreement – Amendment #2**

Republic Parking System, LLC, dba Reimagined Parking (Republic) has been managing the pay parking lots at the Grand Forks International Airport (GFK) since 1991 – see attached agreement and Amendment #1. Their current Management Agreement with the Airport Authority expires on December 31, 2025. We have been in discussions with Republic throughout the year on a new, long-term agreement. These have focused on the current Parking Access Revenue Control System (PARCS) and equipment needs for the future.

Republic is recommending the installation of a new PARCS to replace aging equipment and bring the system up to current industry standards. Republic is responsible for the cost of the equipment, but they are requesting an extended term to cover this cost. We have been in good faith negotiations with Republic but have not yet reached agreement on the specific terms. Therefore, we are recommending a six-month extension of the current agreement to allow for further negotiation and a mutually agreeable resolution.

Attached is Amendment #2 to the Republic Parking Management Agreement. It would extend the term of the current agreement for six-months and add federally required Non-Discrimination language.

**EXECUTIVE DIRECTOR'S RECOMMENDATION:** A motion to approve Amendment #2 to the Republic Parking Management Agreement and authorize the Executive Director to execute the required document.

A motion was made by Hodny to approve Amendment #2 to the Republic Parking Management Agreement and authorize the Executive Director to execute the required document. The motion was seconded by Osowski to approve Amendment #2 to the Republic Parking Management Agreement and authorize the Executive Director to execute the required document.

**Roll Call Vote:**

Hodny: Aye  
Kuhlman: chairing the meeting  
Meland: Aye  
Mutchler: Aye  
Osowski: Aye  
Rustad: not present  
Simonson: not present

**Action Taken:** Motion carried unanimously.

**2. Other new business**

No additional new business.

The meeting adjourned at 8:48 a.m.

Respectfully submitted,  
Katie Frownfelter  
GFRAA Administrative Assistant