

**THIEF RIVER FALLS REGIONAL AIRPORT AUTHORITY
MEETING**

February 9, 2011

The Thief River Falls Regional Airport Authority met at 6:00 p.m. at the Thief River Falls Regional Airport Terminal Building on Wednesday, February 9, 2011 in regular session. The following Commissioners were present: Jensen, Kajewski, Nordhagen, Tofte, and Tveitbakk. No members were absent. Visitors included: Joe Cornelius, David Gutierrez, Al Gustafson, Steven Keogh, and Leroy Ose representing airport tenants. Chairman Kajewski called the meeting to order at 6:05 p.m.

RESOLUTION NO. 2011-2-1: APPROVAL OF AGENDA

Following discussion, Commissioner Nordhagen introduced Resolution No. 2011-2-1, being seconded by Commissioner Jensen, to approve the agenda as presented.

On vote being taken, the motion unanimously carried.

RESOLUTION NO. 2011-2-2: APPROVAL OF CONSENT AGENDA

Following discussion, Commissioner Jensen introduced Resolution No. 2011-2-2, being seconded by Commissioner Tveitbakk, that:

BE IT RESOLVED, that the Minutes from January 12, 2011 be approved as presented.

On vote being taken, the motion unanimously carried.

RESOLUTION NO. 2011-2-3: APPROVAL AUTHORIZING ENGINEERING AGREEMENT WORK ORDER #1 FOR RUNWAY 13/31 REHABILITATION

Following discussion, Commissioner Tveitbakk introduced Resolution No. 2011-2-3, being seconded by Commissioner Nordhagen, that:

WHEREAS, the budget summary for engineering services on the runway 13/31 rehabilitation project has been reviewed and found to be within average engineering percentages for similar projects, and

WHEREAS, Ulteig agrees to bill only for *cost* on the runway rehabilitation project, until the July billing cycle to allow time for the Airport Authority to receive tax subsidies,

THEREFORE BE IT RESOLVED, the Airport Authority agrees to pay Ulteig under the Master Professional Services Agreement for engineering services on runway 13/31 rehabilitation project.

On vote being taken, the motion unanimously carried.

RESOLUTION NO. 2011-2-4: APPROVAL AUTHORIZING LETTER TO BE DRAFTED IN OPPOSITION TO PROPOSED EAS FUNDING ELIMINATION

Following discussion, Commissioner Nordhagen introduced Resolution No. 2011-2-4, being seconded by Commissioner Jensen, that:

WHEREAS, bills S – 178 and HR – 408 are introduced in the House and Senate that seek to eliminate Essential Air Service (EAS) nationwide, of which Thief River Falls is currently participating in,

BE IT RESOLVED, the Airport Authority authorizes the airport manager to compose a letter representing the Authority to be sent to all appropriate legislators in opposition to bills seeking elimination and/or downsizing of the EAS program.

On vote being taken, the motion unanimously carried.

RESOLUTION NO. 2011-2-5: APPROVAL AUTHORIZING AIRPORT MANAGER TO ENROLL IN AIRCRAFT RESCUE AND FIREFIGHTING (ARFF) TRAINING

Following discussion, Commissioner Tveitbakk introduced Resolution No. 2011-2-5, being seconded by Commissioner Nordhagen, that:

WHEREAS, the completion of the Aircraft Rescue and Firefighting (ARFF) course is required to perform as Airport Manager,

BE IT RESOLVED, the Airport Authority authorizes the Airport Manager to enroll and attend the Aircraft Rescue and Firefighting class being offered through Lake Superior College.

On vote being taken, the motion unanimously carried.

DISCUSSION ON NCTC LEASE

The Airport Manager discussed the current progress on Northland Community and Technical College's lease. Specifically, a tentative rate of .107 cents per square foot was presented; this rate would have been realized in '08-'09 had a 3% increase been annually assessed since the expiration of NCTC's previous lease. In addition, a long term lease was defined as 30 years which would be required by NCTC to receive grants for construction.

DISCUSSION ON NCTC AVIATION PROGRAM BUILDING PLANS

Discussion was held on the current progress of NCTC's building plans. The EDA grant is no longer available in 2011 therefore construction plans have been put on hold until more funding can be secured.

RESOLUTION NO. 2011-2-6: APPROVAL OF SIGNATURES REQUIRED TO COMPLETE STORM WATER POLLUTION PREVENTION PROGRAM (SWPPP) APPLICATION

Following discussion, Commissioner Tofte introduced Resolution No. 2011-2-6, being seconded by Commissioner Jensen, that:

WHEREAS, Commissioner Kajewski's signature as Authority Chair is required to complete the Storm Water Pollution Prevention Program (SWPPP) application,

BE IT RESOLVED, the Airport Authority authorizes Commissioner Kajewski to sign SWPPP application.

On vote being taken, the motion unanimously carried.

RESOLUTION NO. 2011-2-7: APPROVAL AUTHORIZING ATTORNEY SERVICES FOR REVIEW OF AIRPORT LEASES

Following discussion, Commissioner Nordhagen introduced Resolution No. 2011-2-7, being seconded by Commissioner Tofte, that:

WHEREAS, review of airport leases by an attorney capable of performing said work is recommended by the Airport Authority, and

WHEREAS, several attorneys in the area have been reviewed by the Airport Manager and presented at the February 9th Authority meeting,

THEREFORE BE IT RESOLVED, the Airport Authority selects Attorney Mike Jorgenson to review airport leases and miscellaneous other attorney services on an as needed basis.

On vote being taken, the motion unanimously carried.

REPORTS

Expense and Revenue Report

The Authority reviewed the Expense/Revenue Report.

Airport Manager's Report

The Airport Manager discussed various other topics including acquisition of new fuel truck, petty cash for airport, electricity issues in D Hangar, crack-seal option on runway 13/31, and repayment options for Multi-purpose Hangar project. Of these topics the following resolutions were passed.

RESOLUTION NO. 2011-2-8: APPROVAL AUTHORIZING PROCUREMENT OF PETTY CASH FUND FOR MISCELLANEOUS EXPENSES

Following discussion, Commissioner Nordhagen introduced Resolution No. 2011-2-8, being seconded by Commissioner Tofte, that:

WHEREAS, the need for petty cash is occasionally needed by staff to carry out day-to-day operations,

THEREFORE BE IT RESOLVED, the Authority authorizes procurement of \$100 to be used on an as needed basis for miscellaneous expenses.

BE IT FURTHER RESOLVED, the Airport Manager shall maintain a ledger for all purchases utilizing the petty cash fund.

ADJOURNMENT

There being no further discussion, Commissioner Nordhagen moved, being seconded by Commissioner Tofte, to adjourn the meeting at 7:45 p.m. until March 9th, 2011 at 6:00 p.m. On vote being taken, the Chair declared the motion unanimously carried and the meeting adjourned.

Glen Kajewski, Chair

Attest: _____
Don Jensen, Vice Chair