

**THIEF RIVER FALLS REGIONAL AIRPORT AUTHORITY
MEETING**

June 8, 2011

The Thief River Falls Regional Airport Authority met at 8:00 a.m. at the Thief River Falls Regional Airport Terminal Building on Wednesday, June 8, 2011 in regular session. The following Commissioners were present: Jensen, Kajewski, Nordhagen, and Tveitbakk. Commissioner Tofte was absent. Visitors included: Scott DCamp. Vice-Chairman Jensen called the meeting to order at 8:05 a.m.

RESOLUTION NO. 2011-6-1: APPROVAL OF AGENDA

Following discussion, Commissioner Nordhagen introduced Resolution No. 2011-6-1, being seconded by Commissioner Tveitbakk, to approve the agenda as presented.

On vote being taken, the motion unanimously carried.

RESOLUTION NO. 2011-6-2: APPROVAL OF CONSENT AGENDA

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

BE IT RESOLVED, the Minutes from May 11, 2011 are approved as presented.

On vote being taken, the motion unanimously carried.

UPDATE AUTHORITY ON RUNWAY CONSTRUCTION AND GRANT FUNDING

An update on runway construction and grant funding was discussed. Due to the FAA's continuing resolutions, funding for the runway 13-31 rehabilitation project will be dispersed in waves. The project will be broken out into three (3) phases (A, B, and C), with the first wave funding phases A and B.

RESOLUTION NO. 2011-6-3: APPROVE BOND NEGOTIATIONS WITH NORTHERN STATE BANK

Following discussion, Commissioner Nordhagen introduced Resolution No. 2011-6-3, being seconded by Commissioner Jensen, that:

WHEREAS, a second option for bonding was presented by Northern State Bank of Thief River Falls that would reduce the overall cost of bonding as presented by Northland Securities,

BE IT RESOLVED, the Authority approves negotiations regarding the issuance of bonds from Northern State Bank.

On vote being taken, the motion unanimously carried.

**DISCUSSION ON ENVIRONMENTAL ASSESSMENT AND AIRPORT LAYOUT
PLAN CONTRACTS/ FAA RESPONSE**

Due to the difference in price between the Independent Fee Estimate and Ulteig's proposed cost for the Environmental Assessment, the FAA requested a letter from the Airport justifying the higher cost, or renegotiation of prices with Ulteig. After justification was presented, the FAA responded with a letter expressing dissatisfaction with the justification and expressed a desire to meet and discuss a direction to resolve the issue. The meeting will attempt to be scheduled on June 15th via teleconference.

RESOLUTION NO. 2011-6-4: CREATION OF CONSTRUCTION ACCOUNT

Following discussion, Commissioner Jensen introduced Resolution No. 2011-6-4, being seconded by Commissioner Tveitbakk, that:

WHEREAS, the Airport Manager suggested the creation of a construction account for the upcoming project in order to separate bond money being used for construction from the Airports general operating account,

BE IT RESOLVED, the Authority approves the creation of a construction account.

On vote being taken, the motion unanimously carried.

**RESOLUTION NO. 2011-6-5: APPROVE PAYMENT OF PRELIMINARY
DESIGN INVOICE**

Following discussion, Commissioner Tveitbakk introduced Resolution No. 2011-6-5, being seconded by Commissioner Nordhagen, that:

WHEREAS, preliminary design has been fully completed and billed by Ulteig Engineers regarding runway 13-31 rehabilitation, and

WHEREAS, the Airport has received a short term loan for said invoice from the City of Thief River Falls and Pennington County in the amount of \$75,000 respectively,

BE IT RESOLVED, the Authority approves the payment of \$145,000 for Preliminary Design by Ulteig Engineers.

On vote being taken, the motion unanimously carried.

DISCUSSION ON DISADVANTAGED BUSINESS ENTERPRISE

Discussion was open for possible disagreement of calculations regarding the DBE requirements for the upcoming runway rehabilitation project. Hearing no objections, the Authority closed discussion on the subject.

RESOLUTION NO. 2011-6-6: APPROVE CHANGE ORDER FOR 3 HOUR DAMPER ON MULTI-PURPOSE HANGAR

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

WHEREAS, in order to meet fire code the addition of a 3 hour damper on the Multi-Purpose Hangar is required; this addition was an oversight by the architect and would have been reflected in the total cost of the hangar had it not been overlooked,

BE IT RESOLVED, the Authority approves the proposed change order for the addition of a 3 hour damper on the Multi-Purpose Hangar.

On vote being taken, the motion unanimously carried.

RESOLUTION NO. 2011-6-7: APPROVE AIRPORT MANAGER TO ACQUIRE CELL PHONE

Following discussion, Commissioner Jensen introduced Resolution No. 2011-6-7, being seconded by Commissioner Tveitbakk, that:

WHEREAS, the Airport must create its own account for cell phone service previously provided by the City of Thief River Falls,

BE IT RESOLVED, the Authority authorizes the Airport manager to research and acquire a “Smartphone” for business use.

On vote being taken, the motion unanimously carried.

REPORTS

Expense and Revenue Report

The Authority reviewed the Expense/Revenue Report.

RESOLUTION NO. 2011-6-8: MOTION TO APPROVE MAY EXPENSES

Following discussion, Commissioner Jensen introduced Resolution No. 2011-6-8, being seconded by Commissioner Nordhagen, to approve the bills as presented.

On vote being taken, the motion unanimously carried.

Airport Manager’s Report

The Airport Manager discussed various topics including the upcoming meeting with Marshall County for inclusion in the Airport Authority. The following discussions and resolutions resulted.

RESOLUTION NO. 2011-6-9: APPROVE SUBMISSION OF DRAFT PROPOSAL FOR INCLUSION TO AIRPORT AUTHORITY

Following discussion, Commissioner Tveitbakk introduced Resolution No. 2011-6-9, being seconded by Commissioner Nordhagen, that:

WHEREAS, a draft proposal for inclusion to the Thief River Falls Regional Airport Authority has been developed and is being requested prior to the upcoming meeting with Marshall County,

BE IT RESOLVED, the Authority approves the submission of the draft proposal to Marshall and Red Lake County.

On vote being taken, the motion unanimously carried.

ADJOURNMENT

There being no further discussion, Commissioner Nordhagen moved, being seconded by Commissioner Tveitbakk, to adjourn the meeting at 9:35 a.m. until June 15th, 2011 at 2:00 p.m. in the Northern Municipal Power Agency building. On vote being taken, the Chair declared the motion unanimously carried and the meeting adjourned.

Glen Kajewski, Chair

Attest: _____
Don Jensen, Vice Chair