

**THIEF RIVER FALLS REGIONAL AIRPORT AUTHORITY
MEETING**

July 13, 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, July 13, 2011 in regular session. The following Commissioners were present: Jensen, Kajewski, Nordhagen, Tofte, and Tveitbakk. No Commissioners were absent. Visitors included: Scott DCamp. Vice-Chairman Jensen called the meeting to order at 6:03 p.m.

RESOLUTION NO. 2011-7-1: APPROVAL OF AGENDA

Following discussion, Commissioner Nordhagen introduced Resolution No. 2011-7-1, being seconded by Commissioner Tofte, to approve the agenda as presented.

On vote being taken, the motion unanimously carried.

RESOLUTION NO. 2011-7-2: APPROVAL OF CONSENT AGENDA

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

BE IT RESOLVED, the Minutes from June 8, 2011 and Special Meeting Minutes from June 27, 2011 are approved as presented.

On vote being taken, the motion unanimously carried.

DISCUSSION ON CURRENT STATE OF THE RUNWAY REHABILITATION PROJECT

Discussion was held on the current state of the Runway Rehabilitation project. The Authority was informed that due to the State Shutdown; the contractor (Knife River) was unable to obtain a storm water runoff permit (NPDES permit). The inability to secure said permit prevents the project from moving forward. In order to overcome this obstacle, a hearing was scheduled with Special Master Blatz to petition the government to allow the MPCA to operate in spite of the shutdown long enough to process the storm water runoff application. The hearing with the Special Master was set for July 15th, 2011 at 10:10 a.m. Also discussed was the upcoming Safety Certification Inspection of the Airport on July 18th, 2011. During the inspection the inspector has the authority to review the pavement and extend the Letter of Correction if appropriate.

DISCUSSION ON BONDING THROUGH NORTHERN STATE BANK

An update was given regarding bonding through Northern State Bank. After a 15 day public notice the Authority will have to convene and vote on a bonding proposal through Northern State Bank. The meeting date was set for August 8, 2011 at 7:00 a.m. in the Airport Terminal.

**RESOLUTION NO. 2011-7-3: APPROVE AIRPORT LAYOUT PLAN
CONTRACT WITH ULTEIG ENGINEERS INC**

Following discussion, Commissioner Tofte introduced Resolution No. 2011-7-3, being seconded by Commissioner Jensen, that:

WHEREAS, the Airport Layout Plan is necessary for all construction plans at the Airport and is part of the requirements to receive federal funding for planned projects, and

WHEREAS, the Airport Layout Plan Contract has been accepted by the FAA and is included in the \$1.6 million Discretionary Grant,

BE IT RESOLVED, the Authority approves the contract with Ulteig for an Airport Layout Plan update,

On vote being taken, the motion unanimously carried.

**RESOLUTION NO. 2011-7-4: APPROVE SAFETY RISK MANAGEMENT
CONTRACT WITH ULTEIG**

Following discussion, Commissioner Jensen introduced Resolution No. 2011-7-4, being seconded by Commissioner Tofte, that:

WHEREAS, a Safety Risk Management Panel must be convened and a report drafted at the request of the FAA, and

WHEREAS, the Safety Risk Management Contract has been accepted by the FAA and is included in the \$1.6 million Discretionary Grant,

BE IT RESOLVED, the Authority approves the Safety Risk Management contract with Ulteig.

On vote being taken, the motion unanimously carried.

**RESOLUTION NO. 2011-7-5: APPROVE PAYMENT FOR FINAL DESIGN ON
RUNWAY REHABILITATION PROJECT**

Following discussion, the Authority decided to table this issue until construction bonding is acquired.

**RESOLUTION NO. 2011-7-6: APPROVE PAYMENT FOR INVOICE NUMBER
22763 FOR WORK INCLUDING CONSTRUCTION ADMINISTRATION AND
CONSTRUCTION OBSERVATION**

Following discussion, the Authority decided to table this issue until construction bonding is acquired.

REPORTS

Expense and Revenue Report

The Authority reviewed the Expense/Revenue Report.

RESOLUTION NO. 2011-7-7: MOTION TO APPROVE JUNE EXPENSES

Following discussion, Commissioner Tveitbakk introduced Resolution No. 2011-7-7, 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 topics including the upcoming meeting with Marshall County on the 19th at 5:30 p.m. in the Airport Terminal. A lease was presented to IFL for use of the Multi-Purpose Hangar. The topic is being discussed in-house and must go through FedEx, UPS, and Digi-Key before any decision can be made. The two storage units and fuel tank has been sold.

EXECUTIVE SESSION

Following discussion, Commissioner Tveitbakk called an executive session being seconded by Commissioner Nordhagen.

ADJOURNMENT

There being no further discussion, Commissioner Tofte moved, being seconded by Commissioner Tveitbakk, to adjourn the meeting at 7:14 p.m. until July 19th, 2011 at 5:30 p.m. in the Airport Terminal. On vote being taken, the Chair declared the motion unanimously carried and the meeting adjourned.

Glen Kajewski, Chair

Attest: _____
Don Jensen, Vice Chair