

**THIEF RIVER FALLS REGIONAL AIRPORT AUTHORITY  
MEETING**

October 12, 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, October 12, 2011 in regular session. The following Commissioners were present: Jensen, Kajewski, Nordhagen, Tofte, and Tveitbakk. No commissioners were absent. Visitors included: Mark Thune (Thune Insurance) and Scott DCamp (TRF Times). Chairman Kajewski called the meeting to order at 6:05 p.m.

**RESOLUTION NO. 2011-10-1: APPROVAL OF AGENDA**

Following discussion, Commissioner Jensen introduced Resolution No. 2011-10-1, being seconded by Commissioner Tofte, to approve the agenda as presented.

On vote being taken, the motion unanimously carried.

**RESOLUTION NO. 2011-10-2: APPROVAL OF CONSENT AGENDA**

Following discussion, Commissioner Tveitbakk introduced Resolution No. 2011-10-2, being seconded by Commissioner Jensen, that:

BE IT RESOLVED, the Minutes from September 14, 2011 are approved as presented.

On vote being taken, the motion unanimously carried.

**CURRENT STATE OF RUNWAY REHABILITATION PROJECT**

An update was given on the current state of the runway rehabilitation project. Runway paving is in full swing after a brief delay while the asphalt plant was relocated. Knife River plans to bring in a second paver to make up for the delay. Paving operations should be completed by October 18<sup>th</sup>. Runway marking and grooving remain after paving is completed.

**INSURANCE SUMMARY**

Mark Thune with Thune Insurance presented the Authority with an overview of Airport Insurance. After discussion the Authority requested premium price quotes on varying deductibles.

**GRAND RAPIDS (GPZ) ENTITLEMENT REPAYMENT**

Entitlements borrowed from Grand Rapids Airport were discussed. The Entitlements were transferred to the Thief River Falls Regional Airport in 2007 in the amount of \$100,000.

**RESOLUTION NO. 2011-10-3: PROCEED WITH DISPLACED THRESHOLD**

Following discussion, Commissioner Jensen introduced Resolution No. 2011-10-3, being seconded by Commissioner Nordhagen, that:

WHEREAS, the FAA has mandated that the Runway Safety Area (RSA) matter be corrected by the end of 2014,

BE IT RESOLVED, the Airport Authority moves to proceed with a displaced threshold as a temporary solution to the RSA issue. This is being done to provide a chance to combine a runway extension with the runway shift which will permanently solve the RSA issue.

On vote being taken, the motion unanimously carried.

**RESOLUTION NO. 2011-10-4: APPROVE PAYMENT TO ULTEIG FOR CONSULTANT SERVICES**

Following discussion, Commissioner Tveitbakk introduced Resolution No. 2011-10-4, being seconded by Commissioner Tofte, that:

WHEREAS, the Airport Authority's engineering consultant, Ulteig Engineers, has completed services under contract for the Airport Layout Plan (Invoice #24744 and 24484) and Runway 13-31 Rehabilitation (Invoice #24743 and 24483),

BE IT RESOLVED, the Authority approves payment to Ulteig Engineers for consultant services performed through September 30<sup>th</sup> in the amount of \$211,481.17.

On vote being taken, the motion unanimously carried.

**RESOLUTION NO. 2011-10-5: APPROVE PAY REQUEST #2 TO KNIFE RIVER MATERIALS**

Following discussion, Commissioner Nordhagen introduced Resolution No. 2011-10-5, being seconded by Commissioner Jensen, that:

WHEREAS, Knife River Materials has submitted Pay Request #2 for work performed under the Runway Rehabilitation project,

BE IT RESOLVED, the Authority agrees to pay \$516,794.90 to Knife River Materials for work performed from August 19, 2011 – September 19, 2011,

BE IT FURTHER RESOLVED, the Authority authorizes Chairperson Kajewski to sign for pay request #2.

On vote being taken, the motion unanimously carried.

**RESOLUTION NO. 2011-10-6: APPROVE PAY REQUEST #3 TO KNIFE RIVER MATERIALS**

Following discussion, Commissioner Tveitbakk introduced Resolution No. 2011-10-6, being seconded by Commissioner Jensen, that:

WHEREAS, Knife River Materials has submitted Pay Request #3 for work performed under the Runway Rehabilitation project,

BE IT RESOLVED, the Authority agrees to pay \$1,519,839.14 to Knife River Materials for work performed from September 19, 2011 – October 7, 2011 contingent upon receiving a signed copy for Pay Request #3,

BE IT FURTHER RESOLVED, the Authority authorizes Chairperson Kajewski to sign for pay request #3.

On vote being taken, the motion unanimously carried.

**RESOLUTION NO. 2011-10-7: APPROVE CHANGE ORDER #5**

Following discussion, Commissioner Jensen introduced Resolution No. 2011-10-7, being seconded by Commissioner Tveitbakk, that:

WHEREAS, additional P-154 subbase material was needed to bring the subbase up to surrounding grade due to additional milling performed,

BE IT RESOLVED, the Authority approves change order #5 as presented.

On vote being taken, the motion unanimously carried.

**REPORTS**

*Expense and Revenue Report*

The Authority reviewed the Expense/Revenue Report.

**RESOLUTION NO. 2011-10-8: MOTION TO APPROVE SEPTEMBER EXPENSES**

Following discussion, Commissioner Tveitbakk introduced Resolution No. 2011-10-8, being seconded by Commissioner Tofte, to approve the bills as presented.

On vote being taken, the motion unanimously carried.

*Airport Manager's Report*

Topics included the upcoming FAA Regional Conference, IFL lease signature authority, signatures for new bank account, and additional employee life insurance. The following resolutions resulted from the discussion:

**RESOLUTION NO. 2011-10-9: AUTHORIZE AIRPORT MANAGER TO SIGN LEASE WITH IFL GROUP FOR USE OF MULTI-PURPOSE HANGAR**

Following discussion, Commissioner Jensen introduced Resolution No. 2011-10-9, being seconded by Commissioner Tofte, that:

WHEREAS, a short-term lease was agreed upon between the Airport Authority and IFL Group for use of the Multi-Purpose Hangar,

BE IT RESOLVED, the Authority authorizes the Airport Manager to sign lease with IFL Group.

On vote being taken, the motion unanimously carried.

**ADJOURNMENT**

There being no further discussion, Commissioner Jensen moved, being seconded by Commissioner Tofte, to adjourn the meeting at 8:08 p.m. until November 9<sup>th</sup>, 2011 at 6:00 p.m. in the Airport Terminal. On vote being taken, Chairperson Kajewski declared the motion unanimously carried and the meeting adjourned.

\_\_\_\_\_  
Glen Kajewski, Chairperson

Attest: \_\_\_\_\_  
Don Jensen, Vice Chair