

AIRPORT COMMITTEE

January 31, 2017

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Members Present:

Olson, Hatlelid, Larson, Lehner, Rued, Withus

Members Absent:

Shomento

Others Present:

City Manager, City Clerk, City Attorney, Airport Director, Finance Director, City Treasurer, HR Director, City Engineer, Assistant City Engineer, Traffic Engineer, Principal Planner, Fire Chief, Police Chief, Assistant Public Works Director, Public Information Officer, Alderman Hedberg, Alderman Jantzer, Alderman Podrygula, Alderman Sipma, Alderman Straight, Josh Wolsky, Jill Schramm

To the Honorable Mayor and All Aldermen:

Following are the recommendations from the **Airport Committee** meeting called to order at 4:30 pm January 31, 2017:

1. The City Council approve final payment to John Bean Technologies in the amount of \$319,336.75 as well as approve the allocation of funds as outlined, and further authorize the Mayor to sign any necessary documents. (AIR020)

The above motion by Alderman Lehner, seconded by Committee Member Hatlelid and was carried by the following roll call vote: ayes: Hatlelid, Larson, Lehner, Olson, Rued, Withus. nays: none

2. The City Council approve payment of the work order for Snow Removal Equipment Broom, Phase 1, pass an ordinance amending the 2017 annual budget, and further authorize the Mayor to sign any necessary documents. (AIR060)

The above motion by Alderman Lehner, seconded by Committee Member Hatlelid and was carried by the following roll call vote: ayes: Hatlelid, Larson, Lehner, Olson, Rued, Withus. nays: none

3. The City Council approve payment of the work order for Perimeter Road Reconstruction, Phase 1, pass an ordinance amending the 2017 annual budget, and further authorize the Mayor to sign any necessary documents. (AIR049)

The above motion by Alderman Lehner, seconded by Committee Member Hatlelid and was carried by the following roll call vote: ayes: Hatlelid, Larson, Lehner, Olson, Rued, Withus. nays: none

4. The City Council approve payment of the work order for the General Aviation North Apron Reconstruction Phase 1, pass an ordinance amending the 2017 annual budget, and further authorize the Mayor to sign any necessary documents. (AIR029)

The above motion by Alderman Lehner, seconded by Committee Member Hatlelid and was carried by the following roll call vote: ayes: Hatlelid, Larson, Lehner, Olson, Rued, Withus. nays: none

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5. The City Council approve payment of the work order for Existing Airfield Signage LED Upgrade, as well as approve the allocation of funds as outlined above, and further authorize the Mayor to sign any necessary documents. (AIR052)

The above motion by Alderman Lehner, seconded by Committee Member Hatlelid and was carried by the following roll call vote: ayes: Hatlelid, Larson, Lehner, Olson, Rued, Withus. nays: none

6. The City Council approve payment of the work order for Snow Removal Equipment Dump Truck, pass an ordinance amending the 2017 annual budget, and further authorize the Mayor to sign any necessary documents. (AIR034)

The above motion by Alderman Lehner, seconded by Committee Member Hatlelid and was carried by the following roll call vote: ayes: Hatlelid, Larson, Lehner, Olson, Rued, Withus. nays: none

7. The City Council pass an ordinance amending the 2017 annual budget to decrease the capital expenditures and revenues for capital projects not being done in 2017.

The above motion by Alderman Lehner, seconded by Committee Member Hatlelid and was carried by the following roll call vote: ayes: Hatlelid, Larson, Lehner, Olson, Rued, Withus. nays: none

8. The City Council approve payment of the work order for Runway End Identifier Lighting (REIL) Replacement Phase 1, pass an ordinance amending the 2017 annual budget, and further authorize the Mayor to sign any necessary documents. (AIR061)

The above motion by Committee Member Hatlelid, seconded by Alderman Lehner.

Committee Member Rued asked how the engineering fees for these projects were presented because he calculated rates up to 30%, which he said, seems high. The Airport Director responded by saying, the fees are estimated when the proposal is done and they do not use a fee schedule. He added, the engineering is required to make sure the project meets FAA standards and when it was reviewed by the FAA, they did not see any issues with the fees.

Whereupon a vote was taken on the above motion by Committee Member Hatlelid, seconded by Alderman Lehner and was carried by the following roll call vote: ayes: Hatlelid, Larson, Lehner, Olson, Rued, Withus. nays: none

9. The City Council approve the use of Trillion Aviation to develop RFPs for a new RAC Concession Agreement as well as third party development of a QTA Facility with funding as outlined by city staff, pass an ordinance amending the 2017 annual budget, and further, authorize the Mayor to sign any necessary documents. (AIRCFC)

The above motion by Committee Member Hatlelid, seconded by Alderman Lehner.

At the request of Alderman Lehner, the Airport Director described the recommendations before the committee. He said, the proposals are paid for by CFC's which is a fund for rental car charges that is only to be used for rental car activities. It currently has \$400,000 which is not enough for the original Quick Turn Around (QTA) plan. This option requests permission to advertise an RFP to hire a third party to design, build and operate a facility to relieve the City from constructing it. After receiving the proposals, the City can decide if it is worth pursuing.

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The second request deals with rental car agreements which will expire in December of this year. Agencies are not making enough revenue to support the fees that were negotiated in 2013 but if the Airport has a QTA available, it would impact the cost and efficiency of the rental agencies and would be an important factor when negotiating the agreements. The Airport Director concluded by saying, Bismarck uses a third party for the QTA at their Airport and staff will have discussions with them for their input.

Whereupon a vote was taken on the motion by Committee Member Hatlelid, seconded by Alderman Lehner and was carried by the following roll call vote: ayes: Hatlelid, Larson, Lehner, Olson, Rued, Withus. nays: none

10. The City Council approve the agreement with KLJ to provide services related to the 36th Ave NW Detention Pond, as well as approve the allocation of funds as outlined, and further authorize the Mayor to sign any necessary documents. (4071)

The above motion by Committee Member Hatlelid, seconded by Alderman Lehner.

Committee Member Rued expressed his concern over the situation and asked how staff will ensure this does not happen in the future. The Airport Director stated, former Airport staff did not give correct information and failed to get the necessary FAA approval. Current staff is certified and knowledgeable about regulations and he assured this will not be repeated.

Mr. Feltner said, there is a meeting coming up with the FAA but so far the issue has not been pursued. He continued by saying, regulations indicate there should not be a pond on airport property but the new Williston Airport has proposed several ponds. He indicated this detention pond should not be a wildlife attractant because of the drainage and special grass. Staff however, needs to determine a benefit to the airport and compensation for use of the property.

Whereupon a vote was taken on the motion by Committee Member Hatlelid, seconded by Alderman Lehner and was carried by the following roll call vote: ayes: Hatlelid, Larson, Lehner, Olson, Rued, Withus. nays: none

11. Airport Director Project/Program Updates

The Airport Director began his presentation by congratulating Don Larson for being inducted into the North Dakota Aviation Hall of Fame.

He continued by giving updates on the snow related issues at the Airport. He said, after the snow pileup on the roof last month, two engineering inspections were done and found the structure performed as designed. The damage to the drywall inside will be fixed at no charge to the City. The ice dam that accumulated on the roof and caused a leak has been contained and a foreman will visit next week to make sure it is fixed properly, also at no charge to the City.

Mr. Feltner said, the Exit Lane Analytics are working much better. The new SRE dump truck and plow arrived and have been efficiently maneuvering around the airport. He showed the statistics for enplanements, load factor, rental car activity and concession sales, all of which remained steady from the previous month. He concluded with some information on parking revenue which has remained fairly steady but mentioned, the cost of removing snow from the parking lot is deducted from the gross revenue.

There being no further business, the meeting adjourned at 4:59 pm.

Respectfully submitted,
Kelly Matalka
City Clerk