

**AIRPORT COMMITTEE**

May 30, 2017

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Members Present:

Olson, Hatlelid, Lehner, Shomento

Members Absent:

Larson, Rued, Withus

Others Present:

City Clerk, City Attorney, Airport Director, HR Director, City Assessor, City Treasurer, Assistant City Engineer, Traffic Engineer, Planning Director, Fire Chief, Police Chief, Captain White, Assistant Public Works Director, PIO, Aud./Rec. Director, Federal Compliance Officer, Alderman Jantzer, Alderman Podrygula, Alderman Sipma, Alderman Straight, Cindy Hemphill, Jill Schramm, Josh Wolsky

To the Honorable Mayor and All Aldermen:

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

**1. The City Council approve the 2017 Airport (FedEx) planting work order and authorize the Mayor to sign the proposal. It is also recommended the City Council pass an ordinance on first reading to amend the 2017 Annual Budget to increase the maintenance building and grounds expenses and increase sales tax major projects expenditures for the FedEx portion of the landscaping project. (AIR053)**

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

**2. The City Council approve final payment to Minot Forestry Department, Double J Construction, and Ulteig Engineers for work completed on the Airport Landscaping project (AIR053)**

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

**3. The City Council approve the purchase of an operations truck from Westlie Motor Company based on the bid proposal and pending receipt of the anticipated State Aeronautics Commission grant and authorize the Mayor to sign any documentation. It is also recommended the City Council pass an ordinance on first reading to amend the 2017 annual budget to decrease the capital expenses and revenues for cost savings on the purchase of the airport operations truck. (AIR058)**

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

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**4. The City Council approve the Cultural & Wetland Delineation Report Update and authorize the Mayor to sign any documentation. It is also recommended the City Council pass an ordinance on first reading to amend the 2017 annual budget to increase the Professional Service Contract expenses and revenues for additional costs for the wetland delineation and culture report. (AIR063)**

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

**5. The City Council authorize staff to advertise for the GA North Apron Reconstruction, Phase 1. (AIR029)**

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

**6. The City Council approve the MEI Technologies Systems Support Proposal and authorize the Mayor to sign any documentation.**

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

**7. The City Council authorize staff to advertise for the Perimeter Road Reconstruction. (AIR049 )**

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

**8. The City Council authorize staff to advertise for the SRE Broom. (AIR060)**

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

**9. The City Council extend the budgeted Professional Services Agreement for Air Service Development Consulting Agreement with Trillion Aviation and authorize the Mayor to sign any documentation.**

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

**10. The City Council approve final payment to Westlie Motor Company for delivery of the SRE Tandem Box Truck and Plow Truck and completion of all punch list items. (AIR034)**

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

**11. The City Council extend the existing Parking Facilities Management Agreement between the City of Minot Airport and Republic Parking Systems, Inc. and authorize the Mayor to sign any documentation.**

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

**Airport Director Project/Program Updates**

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The Airport Director said, staff has been working on spring maintenance including painting using the new laser painter, which has been a huge cost saver, as well as cleaning up trash in the area. They are now able to plant grass at the old terminal location and had volunteers from Rotary Club help plant 125 trees and shrubs. He explained, the original budget for the landscaping project was \$108,000 but with the help of Minot Forestry and community volunteers, they saved \$70,000. Upon questioning by Alderman Lehner, the Airport Director said, the Forestry Department will take care of watering the plants.

Mr. Feltner showed the monthly statistics by saying, enplanements have typically decreased each April but he hopes to see an uptick in May. The monthly load factor has remained consistent and car rental receipts have been relatively flat. The restaurant continues to perform well above the minimum annual guarantee. Parking revenue has also been relatively flat but he said, the contract with Republic Parking Systems has been approved for renewal and the new contract has reduced the management expense by about \$70,000.

The Airport Director prepared a presentation in response to concerns over the higher airfares out of Minot. He used data to compare flights out of Minot and Bismarck and looked at leisure and business fares. There was a much more drastic difference in business fares, which he attributed in part to Minot’s high load factor. There is little pressure on the airline to sell tickets at a discount when they are purchased at full price. He said it is important to attract bigger planes and additional carriers to increase the number of seats in the market.

Upon questioning by Mr. Hatlelid, the Airport Director said, Allegiant is phasing in different aircraft but have not made a commitment to add Orlando as a destination. He said Denver and LAX are also being considered but Allegiant is a more cost conscious airline and the larger terminal increased the square footage and is more expensive. Mr. Hatlelid said, he believes Allegiant plays a role in Bismarck’s increasing enplanements.

As the last Airport Committee meeting, Chairman Olson thanked the members for their work throughout the year and encouraged Mr. Feltner to bring any issues forward in the future to the Committee of the Whole.

There being no further business, the meeting adjourned at 4:50 pm.

Respectfully submitted,  
Kelly Matalka, City Clerk