

MEMO TO: Airport Committee  
FROM: City Clerk's Office  
RE: Meeting Cancellation

As has been standard procedure when there are no actionable items on the agenda, the Airport Committee meeting scheduled for November 1, 2016 has been cancelled. Below is an update from the Airport Director on activities, reports and projects.

<b>1. Airport Activities, Reports and Project Updates</b>
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September Statistics:

- Passenger Enplanements were 12,166, a 12% decrease year-over-year
- Passenger Load Factor was 79.3%, a 5.3% increase year-over year
- Car Rental Gross Receipts were \$443,242 an 8% decrease year-over-year
- Parking Revenue was \$112,000, a 7.5% increase year-over year
- Concession Revenue was \$69,152, a 128% increase year-over-year

Projects/Activities/Personnel:

- Former terminal demolition is under way. Other than the temporary security fence, all work thus far has been inside the building or dealing with utilities. Removal of the physical structure to begin the week of November 1.
- Master Planning Open House held October 19th at the Airport.
- Annual Snow Meeting held with Airlines to discuss procedures for the upcoming season and review FAA mandated changes to Field Conditions Reporting.
- Meeting with FAA ADO in Bismarck to evaluate Wild Life Management and Storm Water Management requirements and options for the coming year.
- Repair of Perimeter Fence damaged by vehicle collision underway.
- Airport Director meeting with United Airlines at Chicago Headquarters to discuss future air service development on October 27.
- Operations Technician resigned to pursue another opportunity. Position will remain vacant until after winter operations season as there is insufficient time to train a new employee. This will also help reduce payroll expense.