

**AIRPORT COMMITTEE**

March 29, 2016

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Members Present:

Frey, Hatlelid, Seymour, Knudsvig, Larson, Lehner, Rued

Members Absent:

None

Others Present:

City Clerk, City Manager, Assistant City Attorney, Interim Airport Director, City Assessor, Finance Director, City Comptroller, City Treasurer, HR Director, City Engineer, Traffic Engineer, Chief Resilience Officer, Fire Chief, Library Director, Police Chief, Public Works Director, Assistant Public Works Director, Public Information Officer, Alderman Connoles, Alderman Jantzer, Alderman Miller, Alderman Olson, Alderman Shomento, Jill Schramm, Josh Wolsky, Shannon Straight, Mike Mahoney

To the Honorable Mayor and All Aldermen:

Following are the recommendations from the **Airport Committee** meeting called to order at 4:32 pm March 29, 2016:

**1. The City Council authorize the Interim Airport Director to issue the request for proposal for security services.**

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The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried unanimously.

**2. The City Council authorize the Interim Airport Director to submit an application for the LEO Grant program; authorize Minot International Airport to accept the grant if awarded; and authorize the Mayor to sign any necessary documentation.**

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The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried unanimously.

**3. The City Council authorize the Interim Airport Director to issue the Request for Proposal for Hay/Land Crop and further authorize the Mayor to sign the contract once the highest bidder is determined.**

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The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried unanimously.

**4. The City Council authorize the Interim Airport Director to issue a Request for Proposal for an Arcade in the Hold room.**

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The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried unanimously.

**5. The City Council authorize the City staff to hire ADK Executive Search if a qualified candidate is not located through other methods and further authorize the Mayor to sign the contract.**

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The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried unanimously.

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**6. The City Council authorize the Interim Airport Director to issue a Request for Qualifications for Engineering, Planning, and Environmental Services as deemed appropriate for the Minot International Airport.**

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The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried unanimously.

**7. The City Council authorize the Interim Airport Director to apply for the Airfield Signage (LED Replacement) Grant; authorize the Minot International Airport to accept the grant if awarded; and authorize the Mayor to sign any necessary documentation.**

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The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried unanimously.

**8. The City Council pass an ordinance amending the 2016 annual budget to increase the airport promotion and operation supply expenses to purchase goods for the indoor play area and grand opening events at the new terminal.**

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The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried unanimously.

**9. The City Council approve the amendment to the Ground Agreement between Minot International Airport of the City of Minot, North Dakota and P S Properties, LLP for Southside 2nd Addition Lot 1 and further authorize the Mayor to sign the Amendment.**

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The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried unanimously.

**10. The City Council authorize the Interim Airport Director submit the grant proposal for a paint machine, accept the grant if awarded, and further authorize the Mayor to sign any necessary documents.**

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The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried unanimously.

**11. The City Council authorize the Interim Airport Director to submit the grant proposal for Runway 13-31 Rehabilitation, accept the grant if awarded and further authorize the Mayor to sign any necessary paperwork.**

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The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried unanimously.

**12. The City Council authorize the Mayor to sign the amendment to the Owner-Engineer Agreement – Amendment #3 for additional Coover Clark & Associates (CCA) Services.**

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The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried unanimously.

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**13. The City Council ratify the contract between the City of Minot and Chrysalis Aviation Solutions effective 1 March 2016 and further authorize the Mayor to sign any necessary documentation.**

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The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried unanimously.

**14. The City Council authorize the Interim Airport Director to negotiate a contract with KLJ for Scope Development for the Demolition of the Old Terminal and further authorize the Mayor to sign a contract and authorization to proceed prior to the May Council meeting.**

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The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried unanimously.

**5. Airport Director Project/Program Updates**

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The Interim Airport Director, Ann Thorvik, introduced the Airport Operations Manager, Deanna Stoddard. She stated, the New Airport Terminal has been open for one month! She explained there are still a few punch list items being worked on but so far there has been good feedback from the public. There will be some landscaping done in April in preparation for the day long dedication ceremony on May 6<sup>th</sup>. The kids play area is very successful. She also explained a customer service initiative being introduced which relies on employee outreach, volunteers and comment cards in order to better serve the visitors to the Airport. She stated, a TSA pre-check service will begin testing on the 1<sup>st</sup> of April and will hopefully go live on April 12<sup>th</sup> which will provide expedited screening service to those who register online. The new restaurant, The Trestle Tap House is doing very well at the new terminal, greatly exceeding the sales of the previous snack shop. She explained, the terminal is closed and locked from 1:00 am until 3:00 am but is still guarded by airport staff 24 hours/day. The signage along the entrance to the terminal has been rearranged in order to remind visitors to take advantage of the 30 minute free parking rather than congest the sidewalk area and pose a security risk. There is a smoking shelter on the west side of the building which is the only location where smoking is permitted at the terminal. Any assets from the old terminal are either being used at the new Airport or are sold if possible with the expectation that the terminal will be as empty as possible for demolition.

Alderman Lehner inquired as to whether the building materials will be recycled upon demolition, to which Ms. Thorvik responded by saying, it will be included in the scope but salvage companies have deemed the process as more of a cost than a gain.

There being no further business, the meeting adjourned at 4:43 pm.

Respectfully submitted,  
Kelly Matalka  
City Clerk