

AIRPORT COMMITTEE

April 26, 2016

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Members Present:

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

Members Absent:

None

Others Present:

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

To the Honorable Mayor and All Aldermen:

Following are the recommendations from the **Airport Committee** meeting called to order at 4:39 pm April 26, 2016:

1. The City Council authorize the Interim Airport Director to reassign sales tax dollars unused from the attached list of projects to other Airport projects planned for 2016.

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

2. The City Council pass an ordinance amending the 2016 annual budget to increase the Airport professional service contract expenses using sales tax major projects.

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

3. The City Council declare the hold room seating as surplus and approve donating the hold room seating to the Jamestown Airport.

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

4. Airport Director Project/Program Updates

The Interim Airport Director, Ann Thorvik, gave some details on the Old Terminal Disposition. She stated, pieces are being sold as-is and removed at the expense of the buyer. The process will be completed by May 31st. Some outdoor punch list items are finishing up, including landscaping, berm cleanup and seeding and striping the roadways. She concluded by saying, enplanements, while still down by 18% have improved from the previously reported 25%.

Alderman Seymour asked how many Delta flights occur each day, to which Ms. Thorvik responded by saying, it depends on the day but usually 12. She also added that United Airlines usually adds an additional flight for the summer months but they will not be doing so until maybe the fall of this year.

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5. Master Plan Update

Tom Schauer, the Lead Airport Planner from KLJ gave a brief update on the Master Plan. He introduced Kent Penney and Marcus Watson as the Airport Planners who are working along with him. He stated, they have completed the airport inventory and do not anticipate any problems from the State or FAA. He also said they will be meeting in July to discuss possible conceptual alternatives for the runway and aprons. He said they attended a productive meeting with the Chamber of Commerce and the MADC. The Interim Airport Director emphasized the importance of community involvement.

6. Other Business

Committee Member Rued asked about the progress with regards to hiring a new Airport Director. The Finance Director stated, preliminary interviews have narrowed it down to three applicants who will all conduct final interviews with the City Manager in the first weeks of May.

There being no further business, the meeting adjourned at 4:46 pm.

Respectfully submitted,
Kelly Matalka
City Clerk