

AIRPORT COMMITTEE

May 31, 2016

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Members Present:

Frey, Hatlelid, Seymour, Knudsvig, Larson, Lehner

Members Absent:

Rued

Others Present:

City Clerk, City Manager, HR Director, City Assessor, Finance Director, City Comptroller, City Treasurer, City Engineer, Assistant City Engineer, Chief Resilience Officer, Building Official, Fire Chief, Police Chief, Public Works Director, Assistant Public Works Director, Public Information Officer, Airport Director, Interim Airport Director, Alderman Miller, Nancy Simpson, 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 4:49 pm May 31, 2016:

1. The City Council approve the rates for a 10-year lease of space for TSA offices within the Minot Airport Terminal.

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

2. The City Council execute a contract with KLJ for old terminal demolition in the amount of \$72,000 and pass an ordinance to amend the 2016 annual budget to increase the Airport professional service contract expenses and decrease the capital purchase expenses utilizing approved 2016 sales tax major projects.

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

Committee Member Larson asked if the \$72,000 was included in the original estimate for demolition costs, to which the Airport Director replied by saying, yes it was.

3. The City Council ratify the agreement between DHS and the City of Minot for TSA access to Minot Airport Terminal security cameras.

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

4. The City Council approve the contract with Coover Clark for changes made to the TSA's space in the Minot Terminal and authorize payment of the invoice in the amount of \$19,206.

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

5. The City Council authorize the development of the in-scope RFP in parallel with the demolition design completion.

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

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6. The City Council accept the qualifications of Ulteig as the engineer of record for Architectural and Engineering services for the five-year period commencing 1 July 2016.

The above motion by Alderman Lehner, seconded by Committee Member Knudsvig and was carried by the following roll call vote: ayes: Frey, Knudsvig, Larson, Lehner, Seymour. nays: Hatlelid.

7. The City Council accept the qualifications of Ulteig as the engineer of record for Planning and Environmental services for the five-year period commencing 1 July 2016.

The above motion by Alderman Lehner, seconded by Committee Member Larson and was carried by the following roll call vote: ayes: Frey, Knudsvig, Larson, Lehner, Seymour. nays: Hatlelid.

8. Airport Director Project/Program Updates

Rick Feltner, the new Airport Director, presented updates on the new airport terminal. He stated the old terminal disposition salvage is complete after the Fire Department removed the doors to use for training purposes. Spring outdoor work is underway with a completion date yet to be determined. He showed a chart demonstrating the decrease in enplanements for April but stated, the estimates for the month of May show improvement.

The City Manager took a moment to publicly thank Mr. Feltner for joining the team and gave a round of applause to Anne Thorvik for filling in as Interim Airport Director over the past three months.

There being no further business, the meeting adjourned at 4:57 pm.

Respectfully submitted,
Kelly Matalka
City Clerk