

Moorhead Airport Committee
Meeting Minutes
Wednesday, July 2, 2008
Moorhead City Hall, First Floor Boardroom

Members Present: Randy Harms, Dale Niemi and Konrad Olson

Members Absent: None

Staff Present: Scott Hutchins, Director of Community Services
Peter Doll, Business and Development Services Manager
Kristie Leshovsky, Community Services Planner
Dawn Fuxa, Office Specialist

Others Present: Steve Synhorst, Ulteig Engineers
Richard King, Ulteig Engineers
Brian Martin, MFS

1. Call to Order:

Chair harms called the meeting to order at 4:01.

2. Agenda Amendments:

There were no agenda amendments.

3. Meeting Minutes:

Action Taken: Niemi moved, seconded by Olson to approve the minutes of March 26, 2008 and April 9, 2008. Motion carried by unanimous voice vote.

4. Citizens to be Heard:

There were no citizens to be heard.

5. Updates:

Leshovsky informed the committee that three land lease applications were received and that the first application received will have first choice of the four spots. A letter will go out to all three indicating the availability of a spot to construct a private hangar.

Leshovsky updated the committee on the selection of an engineering firm. The evaluation team unanimously chose Ulteig Engineers and they are working with John Shockley to finalize a contract.

Leshovsky updated the committee on the MNDOT Airport Fund. A \$15 million repayment to the MNDOT Aeronautics Airport Fund budget will not occur due to Minnesota budget shortfalls. This will affect Moorhead Airport projects that would have required state funding in 2009 and 2010. Leshovsky noted that the Airport Business Plan was originally anticipated to receive a MNDOT funding match. She added that it is still possible to complete a business plan, although it will be funded at half of the level originally anticipated.

Leshovsky reviewed the report regarding Airport Services for 2009. The report outlined a Request for Qualifications (RFQ) process for mechanic services, asking applicants to also address other services they could provide. Leshovsky stated that she reviewed RFQ's and RFP's from other airports to get ideas. Ulteig has also worked with airports that have used this model. King noted that bringing in good mechanic services addresses the needs of existing tenants and helps draw other pilots to an airport.

Hutchins noted the need to get management and service options outlined for 2009 and beyond. Martin commented that he will not pursue a contract for 2009 and Skadberg may be interested in pursuing a contract. Hutchins noted that Skadberg should put a proposal together that outlines the requirements of the RFQ. King noted that it is best to provide an opportunity for all interested parties to compete for the airport mechanic position.

Olson stated that he would recommend pursuing the RFQ process. Niemi agreed and stated that getting a good mechanic is the primary issue. Olson asked about advertising in industry publications, direct mail, etc. as was done for engineering services. Leshovsky stated that she was going to pursue a number of advertising options. Leshovsky said she would draft an RFQ to advertise the airport and review the items that interested parties would need to submit.

Action taken: Niemi moved, seconded by Olson, to advertise an RFQ for mechanic services and additional aeronautical services at the Moorhead Airport. Motion carried by unanimous voice vote. Olson noted that the RFQ should be sent to Skadberg as soon as it is available.

King commented that Ulteig can be working on the strategic business plan. A strategic business plan is a guiding document, but can change as the airport changes.

Action taken: Harms moved, seconded by Olson, to pursue the business plan. Motion carried by unanimous voice vote.

6. Adjournment

Action taken: Olson motioned, seconded by Niemi, to adjourn. Meeting adjourned at 5:10.