

MOORHEAD AIRPORT COMMITTEE

Meeting Minutes

Wednesday, March 26, 2008

Moorhead City Hall, First Floor Board room

Members Present: Randy Harms, Dale Niemi and Konrad Olson

Members Absent: None

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

1. Call to Order:

Chair Harms called the meeting to order at 4:05.

2. Agenda Amendments:

There were no agenda amendments.

3. Meeting Minutes:

Action taken: Niemi moved, seconded by Olson to approve the minutes of December 19, 2007. Motion carried by unanimous voice vote.

4. Citizens to be Heard:

There were no citizens to be heard.

5. Reports and Updates:

A. Updates from the March 10, 2008 meeting

Shockley updated the committee on the status of the Memorandum of Understanding between Moorhead Flight Support and the City of Moorhead regarding the terms for relocating American Cycle Repair. Moorhead Flight Support and their attorney are in the process of reviewing the memorandum. The memorandum states that Moorhead Flight Support will have until June 15, 2008 to operate the cycle business without violating the lease and until August 15, 2008 to remove all cycle business related items from the airport.

Doll asked for trailers associated with cycle shop to be included in the memorandum.

Leshovsky updated the committee on several issues concerning reports. She noted the reports received from MFS have been helpful in understanding airport operations. The reports that were still needed included fuel pump meter readings at beginning of each month and the original purchase price of fuel (invoice). As far as reconciling the 2007 fuel report, she was told that MFS was working on reconciling the 1,300 gallon difference.

She noted that mileage logs for the courtesy vehicle are required. When received for January and February 2008, these logs show the majority of usage was for MFS who stated in the logs that the vehicle was being used for maintenance, but no maintenance was listed on those days in maintenance reports. She stated that the courtesy van is for pilots and MFS should only take the city owned airport vehicles off airport property to get fuel for the vehicles.

Regarding alcohol, Leshovsky reported that John Shockley indicated that it was okay to consume alcohol in your own hanger as long as all other laws are followed and alcohol is not being sold. Alcohol is not allowed in the public buildings, including the arrival/departure building.

Harms asked if someone on the City staff could check the meters once a month for fuel information.

Niemi suggested items for future agendas:

1. Possible clarification from the City Attorney regarding application of the statewide smoking ban at the airport and the extent permitted of "incidental" use of private hangars.
2. Plan for 2009 FBO and general airport management.
3. Fuel system, especially location.
4. The development proposal being discussed.
6. Private hangar development.

Olson stated that there may be opportunities to provide services to users of Hector and that UND may be expanding their program and Moorhead may be able to provide services for this expansion.

The committee expressed interest in having someone provide attend a committee meeting to provide information on the UND aeronautics program and expansion. Ulteig Engineering might also have insight and experience with the WAAS system.

The Committee agreed to meet the second week of April.

There was brief discussion on cars that seem to be stored or parked for long periods of time at the airport and on the security fence.

Meeting was adjourned by Chair Harms at 4:50pm.

Respectfully Submitted,

Dawn Fuxa,
Community Services Office Specialist