

**Moorhead Airport Committee**  
**Meeting Minutes**  
**Wednesday, April 9, 2008**  
**Moorhead City Hall, First Floor Boardroom**

**Members Present:** Randy Harms, Dale Niemi and Konrad Olson

**Members Absent:** None

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

**Others Present:** Brian Martin, MFS  
Kal Skadberg, MFS  
Steve Synhorst, Ulteig Engineers

**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: Olson moved, seconded by Niemi to approve the minutes of March 10, 2008. Motion carried by unanimous voice vote.

**4. Citizens to be Heard:**

There were no citizens to be heard.

**5. Updates:**

Leshovsky updated the Committee on the Request for Engineering Services. The Moorhead Airport FAA representative advised staff to proceed with the selection process and complete the process about every five years. An evaluation panel will be set up to review the proposals. Staff would recommend that a member of the Airport Committee serve on the selection board. Niemi volunteered to be on the selection board.

Leshovsky stated that staff are working on drafting ideas for the Business Plan for the airport. She requested that the Committee provide comments and suggestions. Olson recommended that the Committee email ideas or suggestions to Leshovsky.

Leshovsky added that staff will look at the possibility of adding the WAAS process and certification to the MNDOT Capital Improvements Plan in 2009.

Shockley updated the Committee on the Moorhead Flight Support memorandum of understanding. The attorney for MFS reported the motor cycle business has relocated. Shockley stated that, because the business had relocated, a signed memorandum may not be necessary. The Board agreed that no memorandum is needed.

Shockley updated the Board on the Freedom to Breathe Act. Minnesota law bans smoking in almost every indoor space. If there are two or more employees in a location, two employees in a vehicle and all public places, smoking is prohibited.

Shockley updated the Board on the question of private hangar leases and the storage of items in hangars. He stated that the primary use of the hangar is for the storage of aircraft or aviation related activities. Other incidental uses are permitted as long as the primary use is aviation. Shockley reviewed the insurance requirements with regard to leases for private hangars, and stated that the insurance requirements were sufficient and the indemnification clause is appropriate.

Leshovsky stated that at its previous meeting, the Airport Committee requested an update in regards to the UND pilot training programs. She introduced Steve Synhorst from Ulteig Engineers and Synhorst provided an update on the UND training program. Synhorst reported that UND is working to bring students from other countries to UND to train them as pilots. They may utilize space at the Hector Airport to train the foreign pilots. The Board discussed how this program could affect the Moorhead Airport as far as airspace, student traffic and other issues.

Skadberg reported fuel sales for February as follows:  
100 LL: 3150.7 gallons,  
Jet A: 80.1 gallons.

Martin commented that the person hit by the hangar door is back to work. Skadberg said Midland admitted damaging the door.

Niemi asked if there were updates on items discussed at the last meeting.

Leshovsky commented that the proposed Business Plan may be useful to help guide future development such as the type of hangars needed and whether it would be best to proceed with the 5 unit hangar, private hangars or a T-hangar. Niemi expressed concern that if we have to wait on the study, it will be another year before any building is started. Niemi stated that people should be allowed to start signing leases on private hangar sites. Olson agreed with Niemi. Leshovsky commented that one of the reasons to analyze the future use of the new taxiway is that a previous analysis indicated that private hangars generated far less revenue for the airport than the potential revenue from a leased public hangar would. The Committee discussed the options of private hangars versus a publically constructed hangar. Niemi stated the primary thing is get these hangars built, get more planes on field, and generate more fuel sales. Harms stated that land sitting empty is lost revenue also. Doll indicated that leases are 50 years, he would like to see how we're going to manage the airport before making a 50 year decision. Harms said a public hangar could be planned for another location. The Committee agreed that private hangars should be on the new taxi.

Niemi suggested sending a letter to people who have expressed interest, posting signs, and asking for applications to be submitted by a certain date. If there are four or less interested, there is no problem. Skadberg said he gets calls weekly of people who want to rent hangar space.

Action Taken: Olson moved, seconded by Niemi, to entertain proposals from interested parties to build private hangars on the four available lots to the northeast of the existing four private hangars and that city staff would develop a qualification process and some sort of evaluation procedure to determine who those four sites should go to if more than four people are interested. Motion carried by unanimous voice vote.

Leshovsky indicated she would contact current hangar owners and other parties who have expressed interest in hangar space.

Niemi asked for an update on the Jim Shaw venture. Doll indicated that Jim Shaw has pulled his interest. Niemi asked if Spectrum has been contacted by staff. Doll indicated the City is working with Spectrum.

Leshovsky updated the Board on the pickup truck parked at the airport over the winter. A police officer got a VIN and staff sent a letter serving as a 30-day notice to move the vehicle.

## **6. Adjournment**

Action Taken: Niemi motioned, seconded by Olson, to adjourn. Meeting adjourned at 4:40.