

Attachment 1

MOORHEAD AIRPORT COMMITTEE

Meeting Minutes

Wednesday, November 28, 2007

Moorhead City Hall, First Floor Board Room

Members Present: Randy Harms, Dale Niemi, Konrad Olson and Swede Stelzer

Members Absent: Jon Riewer

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

Others Present: Bill Duke, Private Hangar Owner
Bill Forbes, Private Hangar Owner
Brian Martin, Moorhead Flight Support (MFS)

1. Call to Order

Chair Harms called the meeting to order at 4:10.

2. Agenda Amendments

There were no agenda amendments.

3. Meeting Minutes

Action taken: Olson moved, seconded by Niemi to approve the minutes of August 15, 2007, October 31, 2007 and November 8, 2007. Motion carried by unanimous voice vote.

4. Citizens Addressing Committee

Bill Duke and Bill Forbes addressed the committee regarding the tax assessments for their private hangars. They noted that the assessed value has increased over 50%. Doll indicated he would look into the matter and get back to each of them.

5. Report of the Airport Manager

Fuel Sales: Leshovsky reported the fuel sales as follows:

September 2007:

100LL: 4,045.8 gallons

Jet A: 100 gallons

October 2007:

100 LL: 3,923.4 gallons

Jet A: 445.3 gallons

Miscellaneous: Martin reported that he received the Preferred Fixed Based Operator Agreement from city staff. He stated that the MFS tax statements from 2002-2006 were available for the Committee and staff to review. He added that Kal Skatburg was preparing a comprehensive fuel report. He reported that Midland Doors had proposed brackets be purchased and installed on hangars that had issues with the doors.

6. Agreements

A. Non-Commercial Hangar Land Lease

Shockley outlined the changes made to the Land Lease. Swede stated that the hangar building color language should be revised from should to shall to ensure hangar color consistency. Swede asked for clarification regarding the language explaining the option for the City to purchase a private hangar. Doll explained the terms. Discussion ensued regarding the terms of a purchase and Harms added that the template could be revised if necessary.

B. Operator Agreement

Shockley outlined the changes made to the Operator Agreement. Martin requested that the insurance language be revised as follows:

Auto Liability: change from \$1,000,000 to \$300,000

Products and Operations Liability: change from \$2,000,000 to \$1,000,000

Shockley stated that, per the Committees direction, the insurance changes can be made.

Olson added that on page 25 “provider” should be revised to “provided”.

Moorhead Airport Committee

November 28, 2007

Page 3

Action taken: Swede moved, seconded by Niemi, to approve the Non-Commercial Land Lease and Operator Agreement with the stated changes. Motion passed by unanimous voice vote.

Leshovsky stated that the next Committee meeting was scheduled for December 19th at 4:00 and that growth and expansion topics would be on the agenda.

Niemi moved to adjourn which was seconded by Swede.

Adjourned at 4:50 by Chair Harms.