

MOORHEAD AIRPORT COMMITTEE

Meeting Minutes Monday, October 6, 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: Richard King, Ulteig Engineers

1. Call to Order:

Chair Harms called the meeting to order at 4:30.

2. Agenda Amendments:

There were no agenda amendments.

3. Meeting Minutes:

Action Taken: Niemi moved, seconded by Olson to approve the minutes of July 2, 2008. Motion carried by unanimous voice vote.

4. Citizens to be Heard:

There were no citizens to be heard.

5. Recommend Aircraft Mechanic/FBO Services:

Leshovsky reported that there were six applications received in relation to the Request for Qualifications for Aircraft Mechanic services. The panel reviewing the applications included Randy Harms, Peter Doll, Harlyn Ault, Richard King and Kristie Leshovsky. Following a review of the applications, four of the applicants were interviewed and the panel selected Detroit Lakes Aviation doing business as Moorhead Aviation as the preferred candidate.

Action Taken: Olson moved, seconded by Niemi, to recommend that the City Council authorize a contract with Detroit Lakes Aviation, doing business as Moorhead Aviation, for aircraft mechanic/FBO services for the Moorhead Airport.

The Committee discussed the services that Moorhead Aviation would provide and issues regarding the transition of FBO's at the Airport.

Motion carried by unanimous voice vote.

Leshovsky indicated she would bring this item before City Council on October 13, 2008.

6. CIP Update:

Leshovsky reported that the MNDOT Capital Improvement Plan (CIP) was sent to the City the last week of August and was required to be submitted to MNDOT by Sept. 12. She reported that there are a number of pavement cracks throughout the airport, including the primary runway, and believed that they warranted a pavement rehabilitation project in 2009. King reported that the pavement rehabilitation project would include sand sealing the entire airport, poly patching the cracks, and sealing the pavement joints. The estimate from a local company was \$140,000 which would require a \$7,000 local match.

Olson asked how often pavement rehabilitation is done. King said at least every 3 years, the more often the better. Because there has not been any pavement rehabilitation completed at the airport for a number of years, this pavement rehabilitation project is larger in scale. It was recommended that smaller pavement rehabilitation projects be completed every two to three years, at a cost of \$20,000 to \$30,000 each year.

Action Taken: Niemi moved, seconded by Olson, to pursue the pavement rehabilitation project in 2009. Motion carried by unanimous voice vote.

7. Miscellaneous Information

Leshovsky indicated that the Forum had requested information regarding the airport budget. The information that was provided to the Forum was included in the Committee's packet.

Niemi asked about the fuel pump credit card reader and wondered what was being done to fix it. Leshovsky indicated that although new software was installed, it does not seem to be functioning properly. Olson asked about setting a deadline for this to be completed. Leshovsky stated that she would request cost estimates associated with a new card reader for the fuel system.

8. Adjournment

Action Taken: Olson motioned, seconded by Niemi, to adjourn. Meeting adjourned at 5:15pm.