

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN MUNICIPAL AIRPORT AUTHORITY  
January 10, 2007**

Today's meeting was called to order at 12:00 pm and adjourned at 1:28 pm.

1. **ROLL CALL:** Chairman Johnny Klingenberg, Mr. Dennis Nelson, Mr. Tom Merrick, Mr. George Teller, Mr. John Grabinger, Mr. Craig Neys and Ms. Jennifer Eckman. Absent: Mr. Art Todd. Visitors: Mr. Jon Anderson, Mr. Frank Hassler and Mrs. Arla Malmedal (Jamestown Airport), Mrs. Kelani Parisien (City Council), Mr. Randy Pope (Interstate Engineering).
2. Chairman Klingenberg took a moment to speak of Mr. Grabinger and thank him for his service on the board.
3. **REVIEW & APPROVE REGULAR MEETING MINUTES OF December 18, 2006:**  
**Moved by Mr. Nelson, seconded by Mr. Teller. All members voted aye, motion carried.**
4. **REVIEW & APPROVE SPECIAL MEETING MINUTES OF DECEMBER 14, 2006:**  
**Moved by Mr. Nelson, seconded by Chairman Klingenberg. All members voted aye, motion carried.**
5. **PICKUP EXPENSES:** Mr. Teller gave each board member a handout of the committee findings. Chairman Klingenberg reminded the board members that at the last meeting the pickup expenses were discussed and that he appointed Mr. Teller and Mr. Todd to a committee to look in to how the board should move forward on this matter. Mr. Teller informed the board that he has provided more information than was asked of him, but he felt it was hard to answer the board's questions without giving more details. Mr. Teller stated that the value of the truck is about \$1100 and over \$5000 was spend on the truck in the last year. The truck has a few issues that can be taken care of without cost. Mr. Teller found seat covers for about \$49, the door pins are about \$30-40 each and about \$70 for installation. Mr. Teller called around to GM and several other shops and all of them said that if the injector pump is working, do not replace it because there is no telling how long a pump will last. The injectors could use a conditioner once in a while and periodically will need to be serviced or replaced at a cost of about \$100 each. Mr. Teller described what the truck is being used for: light plowing, friction tests; also the fire department uses the truck to do their runway checks. Ms. Eckman states that the runway inspection is part of the 139 and that Mr. Anderson and Mr. Hassler also use the truck for the same airfield inspections that must be done at least once a day and during operations that occur during night time. Mr. Teller also stated that the truck is being used as a pickup/delivery vehicle as well as when the guys need to go out for training. Mr. Teller stated that Ms. Eckman has gotten prices for new trucks from Stoudt's and Wilhelm's. Mr. Teller said that he has looked at prices for leasing as well as owning, because he feels that on a vehicle used for this type of labor leasing would be the best option because maintenance would be covered under the warranty. One issue is the Bowmonk meter; (friction meter.) If we did not have a truck, we would be unable to do the friction tests. Mr. Teller spoke with the company we get the Bowmonk meter from as well as the company headquarters and he has been assured that the meter is being used throughout the world on vehicles with ABS braking systems. Because of the fact that the meter is reading 400 times per second, it is reading in between any pulses by the braking system. Mr. Teller did not feel that the report should include his recommendation, so he only provided the information. Ms. Eckman stated that Wilhelm's will not lease a vehicle, but will sell us a vehicle. Ms. Eckman had the dealerships price out regular cab, extended cab, gas and diesel pickups. Stoudt will lease a vehicle with no accessories or they can include the plow, beacon and headache rack

already installed. The quote from Stoudt is for a regular cab pickup. Mr. Nelson said he feels we don't need anything more than a regular cab truck since the purpose of the vehicle is not to haul passengers. Mr. Teller stated that there was one more issue that he discovered during his investigation that is not included in the report. Mr. Teller was unsure at the last meeting if they were looking at replacing the old truck or getting an additional truck. Mr. Teller discovered that the goal was to get a new truck and keep the old one as a backup. Mr. Grabinger questioned whether or not the airport manager still has a vehicle. Ms. Eckman stated that she does have a vehicle. Mr. Grabinger asked if the pickup would break down, if Ms. Eckman's vehicle could be used to do the friction tests. Ms. Eckman said that it would be used if she is in town and not going to meetings. Chairman Klingenberg questioned mounting the plow on that vehicle. Mr. Nelson said that the plow would not be mounted on that vehicle, the 10 foot blade could be placed on the pay loader to do the plowing if the truck is out of commission. Mr. Nelson also said that he does not feel we need two pickups with the maintenance and depreciation that goes with them as well as the cost of insurance. Mr. Nelson said that parts can be delivered and friction tests and airfield inspections can be made with the manager's vehicle. Mr. Nelson feels that a new truck is an extravagance that the airport can not afford especially since \$5000 was just put into the old truck. Mr. Nelson said that any pickup that takes a beating with a plow will need to have the front end rebuilt every couple of years just because a plow is tough on a vehicle. Mr. Nelson said he thinks the mileage is mainly airport confined. Mr. Nelson referenced the board meeting of September 2005 that stated the pickup had approximately 120,000 miles on it. Mr. Nelson asked Mr. Hassler if he was correct in remembering the pickup was purchased in late 1995 or 1996. Mr. Hassler said that those dates sounded right, but it was purchased before he was hired. Mr. Nelson stated that in 10 years 40,000 miles were put on. That makes 4000 miles per year. Mr. Nelson feels that the pickup has a lot of use left in it especially since it has been maintained. Mr. Grabinger stated that he agreed with Mr. Nelson in that the airport does not need another pickup. Mr. Nelson said that it would be possible to figure out the mileage for the pickup by going back and looking at the amount of fuel purchased for it as well as the miles per gallon the pickup gets. Mr. Hassler said that they do still have a log of the fuel the pickup uses. Mr. Hassler said that considering the amount of miles is one thing, but they also need to take into account the hard use miles put onto the vehicle as well as the fact that the body of the truck is rusting out. Mr. Nelson does not think the appearance of a work truck is a factor to consider. Mr. Hassler said the problem with the rusting out body is that eventually it will be affecting things inside the cab. Mr. Nelson asked Mr. Anderson if he has the ability of welding in patch panels. Mr. Anderson said that he would be able to with the appropriate tools. Mr. Nelson wondered if the current welder was able to do the job. Mr. Anderson said that it is not sensitive enough, he would need a wire feed welder. Mr. Nelson said that maybe if there is some money found in the budget somewhere this year, a wire feed welder is something to consider. Mr. Nelson offered the use of his personal wire feed welder. **Mr. Nelson moved to defer any consideration to purchase/lease a new pickup.** Chairman Klingenberg asked Mr. Teller for the committee recommendation. Mr. Teller did not offer a recommendation; he does not want to create a bias. Mr. Nelson stated he does not think a motion needs to be made since there has been no motion made to purchase a pickup, **so he withdrew his motion.** Chairman Klingenberg stated for the record to show that committee's report on the pickup expenses have been presented and discussed and has been deferred for further action.

6. **NEW BUILDING FURNISHINGS** – Ms. Eckman explained that the board had requested a more detailed expense report and to know what equipment and furnishings were going to be moved over from the old building, that information is being presented. Mr. Nelson was curious about the specs for each of the big dollar items such as the wire feed welder and the air compressor. Ms. Eckman stated that Mr. Anderson and Mr. Hassler told her what they needed on the air compressor and showed her an example in the sears catalog and she took the price from there. That may not be exactly what they need, but that is an estimate off of one

catalog's pricing. Mr. Nelson asked Mr. Hassler and Mr. Anderson about the PSI required for the tires. Mr. Nelson spoke of the time when the single stage air compressor was purchased, the rationale at the time was that airing up the tires in the larger equipment was needed so infrequently that they would take the equipment to Hanson's to air the tires. Mr. Nelson asked if there are problems with the tires, if they need to be inflated more frequently. Mr. Anderson stated that there is a tire that is wearing out, but it is not worth the \$80 flat repair to have firestone come to the airport to repair it, otherwise they would need to take the blade off to take the tire to firestone. Mr. Anderson and Mr. Hassler have been trying to maintain the air pressure in the tire for now. Mr. Nelson stated that he has found Hanson's to be more reasonable priced than firestone. Mr. Nelson stated that he was in Menards last week and had walked by the air compressors. He saw a Sandborn, 80 gallon, 7 hp, 2 stage air compressor for \$800. It is not a commercial grade air compressor, but Mr. Nelson was wondering if that would fit the needs of the airport. Mr. Anderson said that the airport does not need a commercial grade/professional use air compressor since it does not get used every day. In the summer time they use it to blow the grass off of the equipment and in the winter time it is used for maintaining tire pressure, changing cutting edges, using the air tools. Mr. Nelson asked about the specks on the wire feed welder. Mr. Grabinger stated that since these items are not emergency items, this matter should be deferred until budget time and discuss it then. Mr. Grabinger feels that these items should be included in the budget and that at budget time they will know better where the airport is a financially and what they can afford to spend on these items. Chairman Klingenberg stated that Firestone and Hansons should be able to come to the airport and fill our tires with air for many years for the amount that it would cost to buy a new compressor as long as our current air compressor is adequate for what it is designed for. Mr. Anderson stated that one of the reasons buying a new compressor has been brought up is because of needing to move the old one from the old shop to the new shop. He feels that it would be just as easy to leave the compressor in the old shop and increase the value of the building. Mr. Nelson feels that \$2500 is too much to spend on a wire feed welder for the purposes of the airport. Mr. Nelson would like the specs to be defined and go from there at the time the board does the budget. Chairman Klingenberg asked if the airport will need to get bids on these items or if they can just be purchased. Mr. Grabinger stated that the city can just purchase the items if they are under \$10,000. Mr. Nelson feels that it pays to get several bids. Discussion was had about whether or not the air compressor and the wire feed welder are needed as well as other options, if they are not purchased. Ms. Eckman stated that none of the items are emergency or safety items except for the HazMat/flammable storage. The shop will essentially empty since the building is not being built with any cabinets, storage or work benches. There are some old tables and chairs will be moved over from the old building. Discussion was made about other items that need to be replaced or fixed. Mr. Teller inquired about deferring this decision to the new board. **Mr. Teller moved to defer this issue until it is time to start the budget for 2008. Mr. Nelson seconded. Motion carried.**

7. **MEETING ADJOURNED SEIN DEI AT 12:35 pm**

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**Johnny Klingenberg**  
**Chairman**  
**Jamestown Municipal Airport Authority**

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**Jennifer K. Eckman**  
**Manager**  
**Jamestown Regional Airport**

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
January 10, 2007**

Today's meeting was called to order at 12:40 pm and adjourned at 1:20 pm.

1. **ROLL CALL:** Chairman Johnny Klingenberg, Mr. Dennis Nelson, Mr. Craig Neys, Mr. Tom Merrick, Mr. George Teller, Ms. Jennifer Eckman, Mrs. Kelani Parisien. Absent: Mr. Art Todd. Visitors: Mr. Jon Anderson, Mr. Frank Hassler, Mrs. Arla Malmedal (Jamestown Airport), Mr. John Grabinger (City Council), Mr. Randy Pope (Interstate Engineering)
  
2. **FISCAL REPORTS**
  - a. **Review & Approve Indebtedness Report** – Mr. Nelson questioned the addition of the Chamber of Commerce expense for \$350. Ms. Eckman explained that the expense is for the end of the year bonus for the airport employees and that this expense has been approved every year since 2003. Mr. Nelson stated that this expense needs to be approved by the board. Ms. Eckman said that Mr. Todd has already approved this expense. Mr. Nelson stated that Mr. Todd is not able to approve this expense unless it is an emergency that falls under his portfolio assignment. The way the expense procedure is set up is that expenses that are not an emergency that are in excess of \$250 need to have board approval. Ms. Eckman told the board that this is a regular expense that has occurred for the last three years. Mr. Nelson said that each year should need to be approved separately. Mr. Nelson questioned whether or not this expense should be approved since the airport is operating on a negative budget. **Mr. Nelson moved to approve the expense, Mr. Teller seconded. All members voted aye, motion carried.**
  
  - b. **Financial Information as of November 30, 2006 & 2005**
  
  - c. **Accounts Receivable** – Ms. Eckman informed the board that Mesaba paid their November bill for around \$3200, Jamestown Aviation paid off their balance due and Birding Drives Dakota chose to not advertise with us any more so they no longer owe us. Mr. Merrick asked Ms. Eckman about the amount due by Summit Aviation. Ms. Eckman stated that Summit had paid their 2005 bill, the 2006 amount due is reflected on this report. Ms. Eckman told the board that most of the amount due by Mesaba is from pre-bankruptcy. Chairman Klingenberg asked about the amount due by Keith Veil. Ms. Eckman said that Mr. Veil was late in paying his bill last year also and we are still expecting payment and there is an 18% annual interest late fee charged for all over due amounts.
  
  - d. **Budget vs. Actual 2006** – Discussion was had about total expenses and total income. Mr. Nelson spoke of the \$13,000 deficit reflected on the report. Ms. Eckman said the deficit shown is because some reimbursements have not been received yet. Ms. Eckman said that some of the general expenses were higher than expected since the board did not budget for the interest on the City of Jamestown loan.
  
3. **BOARD ELECTIONS:**
  - a. **Chair** – Mr. Nelson asked how the job description presented compared to what has been presented in the past. Ms. Eckman explained that the previous job description is presented in the board packet along with a more inclusive job description. **Mr. Nelson moved to keep the current Chairman and Vice Chairman, seconded by Mrs. Parisien. All members voted aye, motion carried.** Mr. Nelson said that he does not see all of the previous job duties of the Chairman displayed in the presented job description. Mr. Nelson asked about melding the two job descriptions together. **Mr. Teller moved to form a committee to go through the job descriptions to get them to**

**fit the airport board and also to develop a protocol book explaining what the protocols are so there are no questions. Seconded by Mr. Nelson.** Mr. Nelson spoke of the sample board policy manual that was presented in the December meeting. He would like to see the policy manual included in this committee. Mr. Nelson asked about a book that the office had in the past of all of the operating requirements that has been misplaced. Mr. Teller's main concern is that the board has something in place so it is easier for each board member to find out what the policies and protocols are. **Mr. Teller's motion is to include forming a committee to develop job descriptions and protocols for the airport. Mr. Nelson seconded the motion. All members voted aye, motion carried.** Mr. Nelson spoke of other municipalities who require a purchase order before any purchase is made and having that purchase order signed off on before the purchase is made. Mr. Teller and Chairman Klingenberg feel that the possibility of including a purchase order for purchases be included in the job of the committee. Chairman Klingenberg appointed Mr. Teller and Mr. Nelson to head this committee.

- b. **Vice Chair (no discussion)**
- c. **Secretary (no discussion)**
- d. **Treasurer (no discussion)**
- 4. **PORTFOLIO ASSIGNMENTS:** Deferred to February meeting.
- 5. **BUSINESS RENEWALS**
  - a. **Accountant – Mr. Nelson moved that the board retain the current accountant, attorney and auditing firm. Seconded by Mr. Neys.** Mr. Merrick asked about renewing the contract with Interstate Engineering. Ms. Eckman stated that the contract with Interstate is a five year contract that was just signed last year or the year before. **All members voted aye, motion carried.**
  - b. **Attorney – (See 5. a. above)**
  - c. **Audit – (See 5. a. above)**
- 6. **ASSUME LEASES & CONTRACTS** – Mr. Merrick explained it would be passing a motion or resolution to assume all of the existing leases and contracts that are presently enforced now that there is a new board. **Mr. Nelson made a motion to assume all leases and contracts, Mr. Teller seconded. All members voted aye, motion carried.**
- 7. **ASSUME PREVIOUS BOARD MOTIONS** – Mr. Nelson made a motion to assume previous board motions, banking and insurance, ordinances and employee handbook, and the airport operating certificate with the FAA, seconded by Mrs. Parisien. All members voted aye. Motion carried.
- 8. **ASSUME BANKING & INSURANCE** – (See 7 above)
- 9. **ASSUME ORDINANCES & EMPLOYEE POLICY HANDBOOK** – (See 7 above)
- 10. **ASSUME AIRPORT OPERATING CERTIFICATE WITH THE FAA** – (See 7 above)
- 11. **INTERSTATE ENGINEERING, INC.:**
  - a. **2005 Projects - No discussion was held**
  - b. **2006 Projects** – Mr. Pope spoke of the final inspection of the ARFF building coming up on January 22. Taxiway A still has some mitigation left to do.
    - i. **ARFF/SRE Building Ribbon Cutting** – Ms. Eckman asked if the board would like to do a ribbon cutting/open house to show off the new building, it would be good PR for the airport. **Mr. Nelson moved to have a ribbon cutting on a date chosen by Ms. Eckman, Mrs. Parisien seconded. All members voted aye, motion carried.**
  - c. **2007 Projects – No discussion was held**

12. **MESABA AVIATION, INC.:**
  - a. **End of the Month Report - No discussion was held**
  
13. **ND OPEN RECORDS** – Open records information was presented for new members. Mr. Nelson asked Mr. Merrick about the committees the board forms and whether or not they are considered a committee according the ND open records laws. Mr. Merrick said that they are not considered a committee under the ND open records laws.
  
14. **REQUEST FOR FEBRUARY BOARD MEETING DATE CHANGE:**
  - a. **February 22 or later requested by Mr. Todd** – Date change was discussed; it was decided to leave the meeting for February 14<sup>th</sup>. The board members decided it was getting too late in the month to have a board meeting on the 22<sup>nd</sup>.
  
15. **OTHER BUSINESS:**
  - a. **Secretary & Treasurer:** Mr. Anderson questioned whether or not the board needed to vote on a new Secretary and Treasurer or if those appointments were to stay the same. Mr. Nelson stated that the Manager has always been the secretary and there is not currently a Treasurer. Mr. Nelson was under the impression that when the committee develops the policies, procedures and job descriptions, the job of Secretary and Treasurer would be worked out at that time.
  - b. **Land Purchase:** Ms. Eckman asked about the leases currently held on the land purchased by the airport for the RPZ project and how to proceed when those leases expire. Ms. Eckman asked if the board wants to extend the leases to the farmers currently leasing the land or offer it for bid. Mr. Merrick stated that the airport needs to finish out any lease that was signed by the previous owner. Ms. Eckman stated that either the land needs to be put up for competitive bid or leased at the going rate for land. Chairman Klingenberg said he thinks the board should continue leasing to the current lease holders since the land is irregular in shape and of such a small amount.
  - c. **Public Relations:** Mr. Nelson said that in the past, the person holding the Chairman position was the appointed public relations person for the board and all media contact needed to go through that person or at least have the Chairman’s approval first. **Mr. Nelson made a motion to have Chairman Klingenberg be the public relations contact.** Mr. Teller stated that this issue would be covered by the committee developing the job descriptions and protocols. **Mr. Nelson withdrew his motion.**
  
16. **MEETING ADJOURNED AT 1:20 pm**

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**Johnny Klingenberg**  
**Chairman**  
**Jamestown Municipal Airport Authority**

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**Jennifer K. Eckman**  
**Manager**  
**Jamestown Regional Airport**

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
February 14, 2007**

Today's meeting was called to order at 12:00 pm and adjourned at 1:15 pm.

1. **ROLL CALL:**  
Chairman Johnny Klingenberg, Vice Chairman George Teller, Mr. Dennis Nelson, Mr. Tom Merrick, Mr. Merle Bingham, Mr. Craig Neys, Mr. Art Todd (phone), Manager Jennifer Eckman, and Admin Ass't Michael Jones, VISITORS: Mr. Steve Aldinger, Mr. Andy Boomgaarden (Interstate Engineering, Inc.), Mr. Bill Friestad, Mr. Dennis Pommerer, (Wick Construction), Mr. Don Walecki and Mr. Keile Kost, ( Arneson's Plumbing), Ms. Georgia Miller (Resident) and Mr. Jon Anderson and Mr. Frank Hassler (Jamestown Regional Airport).
2. **Hearings from the Audience –**  
(No comments were made)
3. **REVIEW & APPROVE REGULAR MEETING MINUTES OF Jan 10, 2007:** A motion was made to accept the Jan 10, 2007 minutes; Mr. Nelson Moved to accept, Mr. Teller seconded, all members voted aye, the motion was carried.
4. **REVIEW & APPROVE MUNICIPAL MEETING MINUTES OF Jan 10, 2007:**
  - a. Wording was changed to include the phrase "sinedei", (indefinite). Mr. Nelson moved to approve the minutes as amended, Mr. Teller seconded. All members voted aye, the motion was carried.
5. **FISCAL REPORTS**
  - a. **Review & Approve the Indebtedness Report –**
    - i. Steve Aldinger requested approval of additional expenses to the ARFF Building. There were 7 items added at a cost of \$3,543.22 He requested approval for these items with the budget. **Motion to sign change order #5 by Dennis Nelson, seconded by Art Todd, voted and motion carried.**
    - ii. Steve Aldinger said he's required to hold out 10 % retainage for uncompleted projects, and stated that the contractor can request for retainage to be reduced to only twice the remaining amount of project costs. He stated the surety company has agreed. He recommended the airport agree reduce the amount to that amount, \$28,602.00. **Mr. Teller made a motion to accept, Mr. Nelson seconded. Motion voted and carried. Further discussion was made about the remaining amounts to be paid. A motion was made to approve accounts payable as presented. Dennis Nelson moved to accept, seconded by Art Todd, all voted, all said Aye, motion carried.**
  - b. **Financial Information as of Dec 31, 2006 & 05**
  - c. **Accounts Receivable**
    - i. Jennifer stated we're waiting for the courts judgment on Mesaba.
    - ii. Asked about US treasurer - Dennis Nelson made the comments that the amounts were high on accounts receivables and he mentioned Summit Aviation. Jennifer told him Summit leases were paid. Jennifer explained that LEO expenses were billed to Mesaba.
  - d. **Budget vs. Actual 2007.** –Johnny asked about the differences in income and expense, Jennifer stated we made more and spent less. Comments were made about an overpayment from the grant.
6. **INTERSTATE ENGINEERING, INC.:**
  - a. **2005 Projects-**

- b. **2006 Projects** – Extension dates -Steve Aldinger spoke on the subject of liquidated damages, How that Monday was the deadline and that most of the work would be done by Friday, except for possibly Arneson's and Curtis Electric. He stated basic things that were done in the ARFF section and other areas. He commented the contractors were there to state the reasons they were not completed in their projects..
- i. **Discussion by Contractors.** Dennis Pommerer spoke for Wick Construction, and he stated that they had tried real hard to get the project finished, that he doesn't think it is in anyone's best interest to be penalized for the project. That ( airport personnel) could possibly take over and move in, with what little is left to be done at this point. Don Walecki stated primarily a heating coil that was special ordered out of Canada was being held up, and due to it being a small item. He said small contractors are just a spec out there to these big companies. Dennis Pommerer stated that Wick has been done for a while now with its work, and if the airport puts liquidated damages on them, then it will go back on Arneson's and Curtis Electric. Also He stated with people going in and out they have had to fix things that keep getting broke, and they should not be penalized for it, but he also thinks the building could start to be used, with the few things that Arneson's and Curtis Elec. has left over. Don Walecki again spoke and said all he has left to be done is one big electric coil in the duct work. That it was ordered in Fargo, and after hundreds of calls, it finally came but with the wrong voltage. Now it has been re-ordered, and will come from Milwaukee this time. That it will be shipped the 26<sup>th</sup> of this month and he can have it in a couple days after that. He apologized for holding up the project. Next, Floyd Curtis said, first, it has been brought up he wasn't here a couple times, and that it was due to they were working at a loss for seven months. He stated that a few times he had to leave to go get a check every month. We're not a big company and with the way the job is paid (cost minus 15 percent), that it's pretty hard to give the best service in the whole world , but he thinks they are doing a good job, and he apologized for running a little behind. This last month the weather hasn't helped either, when we have had to do a little work outside. He said today we'll have the generator going, the fire alarm is in and approved, also that two or three weeks ago he told Daktel to get him the cable to pull between, and its coming today. By Friday night he'll be done, and with what Dons got left to do; he'll need two days to hook that up, but the conduit is in place within five feet of the unit. He said so far as he knows, the airport can move in, nothings in their way, and we won't interrupt them. Dennis Pommerer spoke next and mentioned the old senior high building bids, how that he called every single contractor locally, and stated its not in the best interest of anybody to be penalized. That he hasn't asked for extensions or additional time for any of the extras that have been done and for change orders, new fire alarm, new hot water heater, etc, he only asked for the cost of it. He asked for this to be taken into consideration. Steve Aldinger stated though the liquidated damages are \$800 per day, we would only get 5% of penalties per calendar day which equals \$40. per day. He stated that he feels we should not move in until the work is done and they are out of there in case anything gets banged up etc. and to prevent finger pointing for any damage while the building is not signed over. He stated that if you went to court over it, you would indeed have to prove the damage done. Johnny asked how many days of extension are they asking for? Steve replied they should be done Friday night. He stated that there are some things that will wait for spring; topsoil, seeding, parking lot, etc. and that none of that will be included in the liquidated damages. The change order signed today also was not included. He recommended it was best to wait until the punch list is done to move in. He stated all we have to do is be substantially complete to move in. Floyd Curtis stated that it's a dual heat system, and could be used now without the coil in question. Floyd stated three heaters are installed and they are waiting for three more to come in. Also the balancing of the system was questioned, can it be done? He answered it was not best to do so until the coil is in, so that would have to wait as well. Steve concluded Monday was the date to extend to. **George Teller made a motion to extend until Monday and Dennis Nelson seconded.** Further discussion of the

detail of phones and cables took place, but it was decided that only the phones are critical for the crash line at this point. Floyd stated that he will pull the cable as soon as he can get with Heer and have them agree; **Johnny Klingenberg moved to vote to extend the deadline until Monday 2/19/07, at 5 PM; all voted, all said Aye, motion carried.**

**c. 2007 Projects-taxiway ext.**

- i.** Plans and specs are ready to go for the taxiway extension and monies are coming from discretionary funds from the FAA to do this project, Steve Aldinger stated, as they have to decide to give that money out or not. He said he does not have a pre-bid date, pending them telling him when the money will be allocated. He found a party that wants to restore wetlands that will work out nice for us and 2.6 acres were still needed at present to get the taxiway going. No construction will start until July 15. A handout was given, quantities, and what will be used in the project. He explained things such as extra materials will be hauled off the site, and that no intention of closing on bids in the project is planned yet. He discussed how the under drain tile will be installed, inspection holes and how they will be installed, and he discussed haul road plans. Road damage was mentioned and how that the plan calls for haul road restoration, including six inches of aggregate and it will be paved at the end of the job. Special attention given to the electrical loops and how they will be done, the concerns for them being removed and replaced correctly, but they are not a part of the main project. He mentioned lighted signs being put in and where they will go. He discussed the specifications of environmental plans. Dennis mentioned bid dates, and Steve said we can get better bids if we wait closer to the dates of construction. That the job called for the job to be done in forty days. **Mr. Nelson moved to approve the plan and specs, Mr. Teller seconded, all voted, all said Aye, motion carried.** Further discussion was made from Steve Aldinger about having specs for a new broom truck drawn up and ready to go if there is extra money from the taxiway extension project.

**7. MESABA AVIATION, INC.:**

- a. End of the Month Report**  
**b. Bankruptcy Updates**

- 8. Airport Equipment Discussion:** Board members briefly discussed the airport pickup and Mr. Todd stated he felt strongly that we should take a long hard look at replacing the airport pickup. That the equipment used on the airport should be totally reliable, and in excellent condition at all times. Johnny Klingenberg asked if we can table this subject until the next meeting, and Mr. Todd agreed. Discussion was tabled until next month.

**9. Small Community Air Service Development Corp**

- a.** Changes to the Devils Lake were discussed by Mrs. Eckman, about the way the contract states for invoices being paid. She said 86 % of dollars are federal grant and the rest is "in kind" donations. She stated Tom Merrick's recommendation is that the wording be changed to say "all invoices will be paid by the Jamestown Airport pursuant to the US DOT grant." Mr. Merrick said this is a joint contract between Devils Lake Jamestown airports, and recommended the change to be made to the Odney agreement. Johnny Klingenberg asked if we wanted to approve these changes, **Mr. Nelson made the motion to approve, Mr. Teller seconded, all voted, all said Aye, and the motion carried.**

- 10. Portfolio Assignments** Johnny discussed committees briefly and how they were to be assigned and asked to postpone until March.

**11. Personnel**

- a. **NIMS Training** -discussion that 100 and 700 classes were necessary for all airport persons. Methods and access to classes were discussed. Mrs. Eckman reminded the board that Jerry Berquist had come in and presented the course requirements. That they are being required in all government agencies. George Teller stated that at least one person had to take the 300 and 400 courses. Art Todd asked to have it clarified who has to take these classes. George Teller stated levels of training depended on your title and your position.
- b. **Board Policy Handbook** Nelson and Teller committee. They said it will be ready for March. Postponed
- c. **Upper Midwest Aviation** Symposium Mrs. Eckman said that the North Dakota Aeronautics Commission and Mark Holzer both asked that the airport send not only the manager, but representatives from the boards, because they have schedule high people who will be talking about Administration for the Airports, the FAA safety program, so she presented the copy of the schedule and the registration form and costs. Several members mentioned interest in going with Jennifer to this meeting. It was decided that up to four positions would be adequate. **A motion was made to approve travel expenses x 4 by Mr. Nelson, seconded by Mr. Teller, all voted, all ayes, motion approved.**
- d. **Personnel Annual Review/Raise** asked to wait, and discuss leases first.

12. Leases

- a. Summit Lease – Dennis Nelson opened the discussion and mentioned that he understood that the lease has been consolidated into one document, and further amendment was needed. Mr. Merrick clarified that we were combining all portions of the lease particularly paragraph nine, (Jennifer mentioned the lease amount was incorrect in paragraph four). Mike Kadmas commented that his attorney was reviewing, but he didn't see any real problems with it being accepted, but that they would get approval back with questions by Friday.
- b. Farm Lease - Mrs. Eckman brought up the lease rate, the grant amounts and the terms and rates for review. It was \$48.84 with Mr. Dale Reimers versus lesser amounts for adjacent land owners, and is this correct she asked? It was asked what the length of term was, whereas she replied five years. Mr. Merrick said at this point the board should approve the price and length of term. That no other action was necessary until board hears back from the parties involved. **Motion was made to approve price and term of leases, by Mr. Nelson, Mr. Todd seconded, all voted, all ayes, motion was approved.**
- c. Circus Ads  
Mr.Klingenberg then mentioned the Circus ad and that it was pretty cheap advertising. **Mr. Nelson motioned to accept, Mr. Todd seconded, voted, all ayes, motion was approved.**

13. Executive Session – ND Century Code Section 44.04-18.1 , subsection 3 statute was given and moved to enter into an executive session following adjournment at 1:15

14. Adjourned at 1:15 from the regular session.

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Johnny Klingenberg  
Chairman  
Jamestown Municipal Airport Authority

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Jennifer K. Eckman  
Manager  
Jamestown Regional Airport

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
March 14, 2007**

**Today's meeting was called to order at 12:00 pm and adjourned at 1:58 pm.**

**1. ROLL CALL:**

**Members:** Chairman Mr. Johnny Klingenberg, Mr. Dennis Nelson, Mr. Merle Bingham, Mr. Craig Neys, Mr. Art Todd, Ms. Kelani Parisien, Manager Jennifer Eckman, and Admin Assist. Michael Jones. **Visitors:** Mr. Steve Aldinger, (Interstate Engineering, Inc.), Ms. Georgia Miller (resident), Adam Kilzer (resident), Chris Susie & Benn Meier (Jamestown Aviation), Keith Norman, (Jamestown Sun), and Mr. Jon Anderson and Mr. Frank Hassler (Jamestown Regional Airport). **Absent:** Mr. George Teller, Mr. Tom Merrick

- 2. HEARINGS FROM THE AUDIENCE:** – The board heard Ben Meier and Chris Susie speak their desire to have approval to perform flight training utilizing the North Dakota Aeronautical Program to bring flight training to the field. That the Airport authority puts up 25% of the money to get the airplane and instructor to the field, with the North Dakota Aeronautics Commission providing the remaining 75%. After discussion, the board approved to engage in the concept to implement travel reimbursement for instructor availability to the airport within 100 miles, using this program, with restrictions of 3 students per paid reimbursement day minimum flight training activity and requiring a statement to the effect for each period of use. Mr. Klingenberg stated that the cost reimbursed were .70 cents per mile for flying, and 37.5 cents a mile for driving. Also for the record if there was one day a week used, x 52 weeks, it would cost the airport approx \$1820.00 a year. Mr. Nelson commented that this would boost business sales citing fuel as an example. Mr. Merle Bingham asked if this would be connected to a certified flight school and Mr. Klingenberg responded that we would require it be compatible to those services, and Mr. Nelson stated that this is more on the lines of an individual certified instructor giving the services versus a certified flight training school. Ms. Eckman stated also that if other parties become eligible to provide services then the program would have to be re-evaluated, and the point was made that current agreements would have a chance to follow through in a reasonable way, so that flight training would not be interrupted in the middle of a program. It was agreed by the board that full ground school had to be provided and that scheduled ground school training would qualify for reimbursement if the minimum three students requirement was met for each day submitted. Mr. Bingham stated the program had the possibilities of bringing new people into the airport. Mr. Susie stated that his plans worked better by staggering the days of the week versus a five day a week plan. He was asked to bring a sample copy of his former agreements in working with the State Aeronautics program. A cap was discussed, but it was not an issue as the board has to approve the agreements anyway. A monthly log by the air service was suggested, and Mr. Klingenberg said the Attorney will draft up an agreement. **Mr. Nelson made a motion to create the agreements and concept for approval of the state aeronautics program to implement with a minimum of 3 students/ one hundred miles, Ms. Parisien seconded, all said aye, motion carried.**

3. **REVIEW & APPROVE REGULAR MEETING MINUTES OF Feb 14, 2007**  
Johnny Klingenberg brought up how the meetings were not working out at noon, due to time constraints and the length of the meetings. He asked to change the meeting to Wednesday evenings at 6 pm and the board agreed to do so. **Mr. Nelson made a motion to accept the Feb 14, 2007 minutes and to change the meeting time to Wednesday at 6 pm, Mr. Bingham seconded, all members voted aye, the motion was carried.**
4. **FISCAL REPORTS**
  - a. **Review & Approve the Indebtedness Report – Dennis Nelson made a motion to accept, Art Todd seconded, all voted, all said Aye, Motion carried.**
  - b. **Financial Information as of Jan. 31, 2006 & 2007**
  - c. **FAA Financial Reporting**
    - i. Ms. Eckman was instructed to proceed with changes to the sub-accounts to facilitate FAA requirements, as long as it could be worked out with Harold Rene Associates. accounting procedures
  - d. **Accounts Receivable**
    - i. The chairman appointed Mr. Nelson to check on unpaid leases.
  - e. **Budget vs. Actual 2007.**
5. **STATE ATTORNEY FEES** –discussion was made concerning the Stutsman County Attorney fees for \$117.52. **Mr. Nelson made a motion to accept responsibility, Mr. Todd seconded, all voted, motion carried.**
6. **INTERSTATE ENGINEERING, INC.**
  - a. **2005 Projects-**
  - b. **2006 Projects**
  - c. **2007 Projects-taxiway ext.** -An update by Steve Aldinger included stating that the fencing project was completely done. That wetlands/environmental requirements are met for the present Taxiway A project with 2.6 acres is being mitigated and is going extremely well. There is other acreage being discussed for future projects with a landowner that wants to sell several acres. A little bit more needs to be done to complete the 2006 ARFF building. Plans and specs are done for taxiway A and waiting for the FAA to give approval to bid. Specs are being completed for a new broom truck in the event that funding becomes available. Johnny asked for Steve to update the new members on the environmental requirements with airport projects. An update of the final work still being done and completion dates for remaining issues with the ARFF building and exterior areas that were held over until spring for completion. Stated that The Airport has already taken possession of the building.
7. **MESABA AVIATION, INC.**
8. **End of the Month Report** -JRA Airport enplanement counts were discussed and Ms Eckman explained that our overall enplanements will have to increase to 2500 or we will possibly lose about \$300,000 with the way the funding levels at the federal level are being proposed, and from the \$400,000 current projected income. Ms. Eckman stated the meeting with Northwest in Minneapolis would help decide what we can or cannot do with the Mesaba Lease. Mr. Bingham stated that he believes his corporation (Goodrich) could fill a lot of those seats if the proper communication and planning is addressed and is working on that angle. He stated the difference with having a jet flight rather than a turboprop would make a tremendous difference in the community's perception and use of the airport. Other discussion was made as to ways to increase public awareness, and Ms. Eckman mentioned the re-bid of the contract of Mesaba, the need to stay apprised of the 2 year contract and its renewal dates, the

need to get our enplanements up, and the possibilities of new interest in airservice at JRA, and how much this effects future funding.

9. **LEASES**

- a. **Summit Aviation Lease Approval** -The board heard Mr. Kadrmas speak his concerns about the language contained in the lease regarding building access by the airport authority. They also discussed his lease and his position of having flight instruction available. Mr. Nelson said that if there was interest in leasing or purchasing the building it might require pre-inspection of the premises. That he feels we have some right to enter. The question is to the effect of does it include buildings or just property underneath the buildings? Mr. Kadrmas also talked about the language in the lease being changed to say simply that he would provide flight instruction, rather than it stating that he would provide a flight school, requiring more extensive FAA 141 operations requirements. He stated in the past the airport authority has allowed him to not keep his air service manned due to his having installed a 24 hour self service fueling service, plus he has provided locks that allow pilots to access the facility. Mr. Klingenberg said that these matters could be reviewed and submitted back to him.
- b. **Farm Lease** –Ms Eckman stated that the farmer had not gotten back to her regarding the proposed lease on the farm land.
- c. **First Class Aircraft Refinishing Lease** – The board heard Mr. Kevin Hermanson outline his plans to establish a aircraft refinishing business at JRA and gave a timetable of 90 days to begin refurbishing the building if things worked out.

10. **SMALL COMMUNITY AIR SERVICE DEVELOPMENT GRANT** – Ms. Eckman stated that the \$100,000 marketing project was underway, and mentioned the upcoming trip to meet with NWA on the 21<sup>st</sup> of March in the hopes of marketing our airport facility at a higher level and upgrading our commercial involvement in the passenger industry with them..

11. **BOARD POLICY HANDBOOK**

- a. **Committee- D. Nelson/George Teller** – deferred until next meeting

12. **ARFF BUILDING AND AIRPORT EQUIP.**

- a. **Dedication** - 4:30-6:30 Friday, March 16, 2007 – this was deferred to the special meeting.
- b. **Vehicle Reports**- Art Todd gave statistics on the expenses and repairs made to the pickup/plow, it was decided that it should be temporarily repaired, then taken to a welding shop for a more permanent repair regarding the recent plow main pin breakdown.
- c. **Network Equipment** – It was discussed, and Ms. Eckman recommended accepting Option 1, from Heers Electronics for the Network terminals to connect to the New ARFF building. Steve Aldinger said that it was pre-approved for funding, but not part of the ARFF/SRE primary project. **Mr. Todd made a motion to accept option 1, Mr. Nelson seconded, all voted, and motion carried.**

- d. **New Shop Tools/ Equip.** – discussion was made about the need for tools in the new shop, mention of the old shop needing to be cleaned out, and it was asked that info be sought on the size and style of welder that should be purchased for the new shop so that minor repairs could be made to the equipment on site. Ms. Eckman mentioned things like the men needing lockers, benches, and smaller housekeeping items. Jon Anderson mentioned the old welder was old and confusing as to setting the controls, and they no longer have a manual for it. It was recommended that we look into a new one. No action was taken

**13. PERSONNEL**

- a. **ARFF Training Costs.** Ms Eckman asked the board for approval of ARFF training for two new individuals this summer. After discussion as to the need for persons to be available to JRA and not just primary city response firefighters, **Ms. Parisien moved to approve sending 2 individuals, Mr. Todd seconded, all voted all said aye, motion carried.**
- b. **Pay Adjustments** -it was decided to defer the final decision of what to do with insurance overpayments to Frank Hassler until next month. Airport manager pay increase was deferred to the special meeting.
- c. **Portfolio Assignments.** -Deferred to the next meeting.

**14. AIRPORT OF THE YEAR AWARD** -Deferred to the next meeting.

**15. UPCOMING AIRPORT EVENTS**

- a. **Ag Sprayer Event** -Mrs. Eckman discussed the desire by local farmers to have an Ag sprayer awareness day, focused on the upcoming (testing) of the aerial spray patterns used by the aircraft.
- b. **Roughrider Air Rally** - mention was made of the rally and its effect upon the airport.
- c. **Oshkosh Fly-in - July 23-29** -Mr. Hermanson commented that the Oshkosh could be better represented this year with an earlier start to promote participation here at Jamestown.

Mr. Klingenberg mentioned the upcoming March 22 State Aeronautics meeting, and Ms. Eckman said she was already planning to go.

**A motion was made to postpone remaining portions of this meeting to Thursday Mar 22, at 6:00 pm. A special meeting was called to finish this business meeting; Mr. Nelson moved, Mr. Neys seconded, all said aye, motion carried.**

**Meeting was adjourned at 1:58 pm.**

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**Johnny Klingenberg**  
**Chairman**  
**Jamestown Municipal Airport Authority**

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**Jennifer K. Eckman**  
**Manager**  
**Jamestown Regional Airport**

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
March 22, 2007**

Today's meeting was called to order at 6:00 pm and adjourned at 6:55 pm.

1. **ROLL CALL:**  
**BOARD MEMBERS:** Chairman Johnny Klingenberg, Mr. George Teller, Mr. Dennis Nelson, Mr. Merle Bingham, Mr. Craig Neys, Mr. Art Todd, Ms. Kelani Parisien, Tom Merrick Atty., Manager Jennifer Eckman, and Admin Assistant Michael Jones. **VISITORS:** Georgia Miller (resident) Christina Weiderrich (JSDC) Adam Kilzer (resident) Chris Susie & Benn Meier (Jamestown Aviation) Kevin and Michelle Hermanson (First Class Aviation Refinishing) Jackie Hyra (Jamestown Sun) Carter Van Beel (resident), and Mr. Jon Anderson and Mr. Frank Hassler (Jamestown Regional Airport).
2. **Board Policy Handbook:** George Teller stated that a draft is completed, and a typed copy will be presented to the Board members at the next meeting.
3. **AIRPORT OF THE YEAR AWARD** The plaque was presented the Board members, resulting in a general applause, and comments of "Good work!" to Ms. Eckman
4. **Leases**
  - a. **Summit Aviation Lease-** This was still being worked on, and Mr. Klingenberg said it will be brought to the next board meeting for further discussion and completion. Some work still needs to be done on the contract by the attorney.
  - b. **Jamestown Aviation Lease -** Ms. Eckman stated that this lease was silent regarding whether Flight training could be allowed or not. **Mr. Nelson made a motion to add the wording to the lease as necessary to allow Flight Training. Ms Parisien seconded, all voted in favor, motion carried.** The Board gave approval for a month-to-month lease concept being established on the bifold-door portion of the old Airport Equip. SRE building, and a rate was set within a \$100-\$150 range with no utilities. **Mr. Nelson moved to accept, and Mr Todd seconded. All voted, all said aye, motion carried.**
  - c. **First Class Aircraft Refinishing Lease –** Mr. Hermanson explained that he needed a 20 year extension on his lease to satisfy requirements with his bank loan. **Mr. Nelson moved to approve a 20 year extension, Mr. Bingham seconded, all voted all said aye, motion carried.**
5. **Personnel**
  - a. **Pay adjustment –** Art Todd made a motion to raise the airport manager's wage 7%. After some discussion as to the average wage and justifications, **Mr. Bingham seconded, a vote was called, ending with a 4-2 split, Mr. Teller & Mr. Nelson opposed and noted, the motion was approved.**
  - b. A synopsis by Art Todd followed by Ms. Eckman's comment's regarding a pay error with Mr. Frank Hassler's insurance reimbursements in the last year, and the board discussed the problem and ways to remedy it. However, being as his evaluation had been overlooked, Mr. Todd and Ms. Eckman both recommended that a pay raise be instituted retroactive to June 2006 for Mr. Hassler, and that the board let this help to compensate for the miscalculations in health insurance opt out calculations. Ms. Eckman apologized that the error was not caught earlier. Mr. Nelson asked about pay caps, and about the airports ability to insert checks

into the system to prevent future payroll errors. There was further discussion to address following of procedures within the employee manuals. It was concluded that since this issue was not addressed earlier, then the best way to handle it was through the plan presented at this meeting. **Mr. Todd made a motion to forgive all overpayments made to him to date, and to re-evaluate Mr. Hassler in June 2007. Mr. Nelson stated that it was not Franks fault in any way and he seconded the motion. All voted, all said aye, motion carried.**

**6. Portfolios**

**Portfolio assignments-** Mr. Klingenberg asked that the new board members be briefed on the different portfolios of management positions on the board. Redistributions were made based on the interests of the two recently appointed board members, and these re-distributions will be formalized and brought for approval at the next board meeting.

**Meeting was adjourned at 6:55 pm.**

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**Johnny Klingenberg**  
**Chairman**  
**Jamestown Municipal Airport Authority**

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**Jennifer K. Eckman**  
**Manager**  
**Jamestown Regional Airport**

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
April 11, 2007**

**Today's meeting was called to order at 6:00 pm and adjourned at 8:30 pm.**

1. **ROLL CALL:**  
**Members:** Chairman Johnny Klingenberg, Mr. Dennis Nelson, Mr. Merle Bingham, Mr. Craig Neys, Mr. Art Todd, (phone) Ms. Kelani Parisien, Mr. Jim Boyd, Attorney Tom Merrick, Airport Manager Jennifer Eckman Admin Assistant Michael Jones.  
**Visitors:** Mr. Steve Aldinger (Interstate Engineering), Ms. Georgia Miller (resident), Adam Kilzer (resident), Ben Meier (Jamestown Aviation), Keith Norman (Jamestown Sun), George & Jenny Teller (former board member), Christina Weiderrich (JSDC), Glenn Christianson (Fire Dept.), Mike Kadrmas (Summit Aviation), Carter Van Beek, (resident), Kevin & Michelle Hermanson (First Class Aircraft Refinishing), Frank Hassler (airport employee)
2. **Hearings from the Audience** – No hearings from the audience.
3. **REVIEW & APPROVE REGULAR MEETING MINUTES OF March 11, 2007:** Mr. Nelson moved to accept, Mr. Neys seconded, voted and all said aye, motion approved.
4. **REVIEW & APPROVE SPECIAL MEETING MINUTES OF March 22, 2007:** Mr. Neys moved to accept, Mr. Bingham seconded, All voted, all said aye, motion approved.
5. **NOMINATION AND ELECTION FOR VICE-CHAIRPERSON** Mr. Mr. Boyd made a motion to nominate Mr. Bingham to Vice-Chair, Mr. Todd seconded, all voted, all said aye, motion carried.
6. **FISCAL REPORTS**
  - a. **Review and approve the Indebtedness Report:** -Mr. Nelson moved to accept, Ms. Parisien seconded, all voted all said aye, motion approved.
  - b. **Financial Information as of February 28, 2006 & 2007** Ms. Eckman commented that the numbers for the Jamestown City debt were wrong on the report and that there had been a couple of payments applied since that time which Mr. Rene had not included. Mr. Nelson asked that the way these are reported be changed.
  - c. **FAA Financial Reporting** –Ms Eckman stated that the FAA “CATS” reporting info was only waiting for Mr. Rene to apply a depreciation amount and that the other numbers were all ready to go.
  - d. **Accounts Receivable** Mr. Nelson brought up that he had contacted a leaseholder about over due lease charges, who replied that they had lost their invoices. They asked us to fax them the bill again and they would pay as soon as they receive them.
  - e. **Budget vs. Actual 2007** -reviewed
7. **PROJECTS**
  - a. **2006 projects**
  - b. **2007 projects**
    - i. Mr. Aldinger announced that the taxiway “A” project funding was approved by the FAA. That the pre-bid review meeting would be held April 26, at 2:00 pm, and the bid opening would take place May 8 at 2:00 pm: He said that construction cannot start until July 15, to give some waterfowl time for mating and dispersing from that area. He said things are going well with the mitigation of those wetlands, that the cost per acre to mitigate will be approx. \$5500 per acre and that we will be purchasing approximately 6 acres. He reiterated that there is basically 4 kinds of money from the government for projects, “FAA

entitlement grants (money that they can do anything they want with, as long as it is applied to an AIP eligible project), State apportionment money (money given to the state by the FAA and managed by the ND Aeronautics Commission), Discretionary grants (FAA money and managed by the FAA and used for bigger projects), and lastly State Aeronautics Commission grants which only has about six to seven hundred thousand dollars to give out each year.” The first three together provide up to 95% of the funding for most qualified projects. The other 5% is the airports expense, of which the State Aeronautics money can provide up to 50 %.

- ii. Mr. Aldinger discussed projected funding of projects that are outlined for the next five years, including the different options and costs for paving or returning to grass certain areas of the taxiways by the hangers, choices of paving or returning the outside deteriorated edges of the crosswind (04-22) runway back to grass, difficulties with inter-tying old and new concrete and paved surfaces, and explained some reasons for difficult aircraft transitions where ramps and taxiways meet. He also answered basic questions raised about the width needed for landings by jets and that there is no problem for the jets on Runway 13-31. He gave an overview of the future parking lot reconstruction and its layout and funding. He asked the board to establish priorities for the next five fiscal year projects. The Board responded that the Terminal Building was #1, Runway repairs #2, Taxiway repairs by hangers #3, Parking Lot Repairs # 4 and a New Broom truck # 5. **Mr. Nelson made a motion to prioritize projects in this order, Mr. Bingham seconded, all voted, all said Aye, motion carried.** Additionally, Mr. Klingenberg asked for Interstate Engineering to establish a “terminal area plan” based on the priorities set in this meeting.
- c. **JLG Architectural** – Mr. Klingenberg presented the concept of a new terminal building improvement plan. He stressed the need to modernize the facility to meet current and future needs, and how important this was to the airport and the community. He recommended that Interstate Engineering work with JLG Architects on this project and to establish the terminal area plan. He stated the primary focus was to be on a new entryway, a jetway for passenger boarding, the roof structure to be changed from a flat roof, as well as other enhancements to improve our airport terminal facilities to meet future needs.
- d. **ARFF/ Fire Training Facility** –Ms Eckman introduced Ms. Christina Weiderrich of JSDC and the concept of a fire training facility on the Airport grounds in a location that is already being used. She suggested that the board look at and determine if this can be jointly used for a regional training facility, to save the cost of sending firefighters to places like Duluth, MN. Ms. Weiderrich said that the city is ready and determined to proceed and their goals will expand or shrink to meet the needs of those entities which are willing to participate. The plans include construction of expanding the existing pad, a two story structure, a jet fuselage and bus, and a fire pit to be used for training purposes. She stated the possibility of the National Guard, Mr. Jerry Berquist of Stutsman County Emergency Management, and as many as four other regions participating in the endeavor. The board discussed, and concluded that it was a matter to have further discussion when more was presented to them by JSDC and the Fire Dept. Mr. Bingham asked was there a study being done as to the impact on the airport as well as the community? Mr. Glen Christianson commented that this was a community need and an area wide training facility which would be very useful to all parties involved.
- e. **SCASD grant** – **Mr. Nelson made a motion to approve the boards decision to give Ms. Eckman the discretion to pick the sign for the airport using this grant money, with stipulation to stay in the budgeted amount of \$15,000.00. Mr. Boyd seconded, all voted, all said aye, motion carried.**

8. **MESABA AVIATION, INC**
- a. **End of the Month Report** – the board discussed that the Mesaba lease period is up in September.
  - b. **Bankruptcy** – Mr. Merrick clarified that only a portion of the Mesaba pre-bankruptcy claim was denied by court decision. Ms Eckman stated that the recent court judgment only allowed \$4116.78 out of the pre-bankruptcy portion
  - c. **Jets for Jamestown /Mr. Boyd** - It was presented by Mr. Boyd that he is lobbying diligently for jet service in Jamestown. He presented a power-point presentation at the meeting, titled “Jets for Jamestown”. He stated JRC jets are possibly available from Northwest, and he is trying to get enough support locally to entice Northwest Airlines to reassign them to Mesaba for Jamestown Regional Airport and other ND airport destinations. The board instructed him to continue his effort to raise public awareness.
9. **LEASES AND AGREEMENTS**
- a. **FAA- Memorandum of Agreement** – Mr. Klingenberg asked what the current status was, and Ms. Eckman stated that she was working on the FAA lease, and requested the board’s approval of her sending it in. It was a part of the memorandum of Agreement to combine all of the leases together. **Mr. Nelson made the motion to enter into the MOA with the FAA, Ms. Parisien seconded, all voted aye, motion carried.**
  - b. **Summit Aviation Lease Agreement** – Mr. Bingham requested a special meeting be held to discuss all the issues with Summits lease. He stated that there was urgent need to dispel any mis-concepts, and to speak to the facts only in dealing with these lease issues, while administrating the lease agreement at that meeting. The meeting was scheduled for 6 pm April 18<sup>th</sup>, 2007
  - c. **Jamestown Aviation Lease & NDAC flight training:** Ms. Eckman stated that she had received a letter of denial of funding for flight training reimbursement from NDAC. She also stated the reasons why the airport was not able to move its operations completely out of the old shop.
10. **BOARD POLICY HANDBOOK** -Mr. Nelson stated that all the drafts of the handbook were in Mr. Teller’s hands, that unfortunately Mr. Teller’s computer had a virus and those files would hopefully be retrieved in the near future. He did not give a timetable, and asked that this be deferred to a later date.
11. **ARFF BUILDING & AIRPORT EQUIPMENT**
- a. **Vehicle Reports** – Mr. Todd stated that the same problems existed with the ¾ ton plow truck and the broken plow head assembly, that nothing had been decided as yet to remediate this. He stated that the breakdowns were due to age and frequent use of this vehicle.
  - b. **Equipment pricing** –
    - i. **Door locks** were discussed for the terminal building and deferred to a later date with a cost analysis to be completed.
    - ii. **Welder purchase:** Ms Eckman mentioned the high cost of carrying every job to a welding shop such as Poland Machine. Mr. Todd stated that a significant amount of welding was needed and expected in the operation of heavy equipment on an airport of this size. **A motion was made to purchase welder “option 1” as presented to the board, Art Todd made the motion, Mr. Bingham seconded, a vote was made with Mr. Boyd & Mr. Todd saying aye, Mr. Nelson, Ms Parisien, Mr. Neys, Mr. Bingham saying nay. Motion failed. A second motion was made to agree to the purchase of a new welder with the stipulation of the board receiving more technical data of welding capabilities prior to purchase, and to choose the welder model at the next meeting. Mr. Bingham made the motion, Ms. Parisien seconded, all voted, all said aye, motion carried.**

12. **PERSONNEL**
- a. **ND wage comparison** -Ms. Eckman presented the employee wage comparison to the board as she had been requested to do.
  - b. **Years of Service Plaque/ Mr. George Teller** -Mr. Teller attended part of the meeting with his wife and family. Although Mr. Teller had left early, the Board said “Thank you” to Mr. Teller for his service, and gave a round of applause. Mr. Klingenberg later delivered the plaque to Mr. Teller.
  - c. **Portfolio Assignments** – some minor changes were discussed and implemented on the individual members assignments.
  - d. **AAAE Annual Conference, Washington DC** – Deferred to the April 18<sup>th</sup> special meeting
13. **UPCOMING AIRPORT EVENTS**
- a. **Ag Sprayer Event - April 27** -mention was made that this is still planned and will take place and that farmers are invited to attend this.
  - b. **Oshkosh Fly-In, July 23-29** –Mr. Hermanson gave an update regarding Oshkosh related topics, and received encouragement from the board to carry on, and Ms. Parisien suggested that he approach the Chamber and the Jamestown tourism committee for funds and for public participation. This was reiterated by other members. Mr. Klingenberg also mentioned the possibility of him receiving a small grant of up to \$100 if there were matched donations, to be used for publicity purposes.
  - c. **Drag Races, July 28-29** Both Mr. Christianson and Ms. Eckman gave positive encouragement for this event, and Mr. Christianson stated this was a two day race, and last year the airport made about \$750.00. He stated there was strong support & participation at this event.
  - d. **Roughrider Air Rally, Sept 1&2** -Mr. Klingenberg mentioned this rally starts at Minot and is sponsored by the Minot State College.
14. **MEETING ADJOURNED AT 8:30 pm**

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**Johnny Klingenberg**  
Chairman  
Jamestown Regional Airport Authority

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**Jennifer K. Eckman**  
Manager  
Jamestown Regional Airport

**SPECIAL MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
April 18, 2007**

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Today's meeting was called to order at 6:00 pm and adjourned at 8:10 pm.

1. **ROLL CALL:**  
**BOARD MEMBERS:** Chairman Johnny Klingenberg, Mr. Jim Boyd, Mr. Dennis Nelson, Mr. Merle Bingham, Mr. Craig Neys, Mr. Art Todd (phone), Ms. Kelani Parisien, Tom Merrick Atty., Manager Jennifer Eckman, and Admin Assistant Michael Jones. **VISITORS:** Georgia Miller (resident) Christina Weiderrich (JSDC) Adam Kilzer (resident) Kevin and Michelle Hermanson (First Class Aviation Refinishing) Jackie Hyra (Jamestown Sun) Carter Van Beek (resident), Keith Veil (Midwestern Machine), John Grabinger (Jamestown City Council)
  
2. **AAAE Conference** - Mr. Bingham asked for the approximate total cost for sending Ms. Eckman to this conference. This amount was stated as approx. \$2,870.00, including airfare. Ms. Eckman attended this event last year in San Diego. Ms. Parisien suggested a synopsis of the event be given each year to the board. **Mr. Bingham made a motion to approve sending Ms. Eckman to this event, Mr. Boyd seconded, all said aye, motion carried.**
  
3. **Summit Aviation Lease**- Mr. Bingham opened the discussion by asking for a briefing on the history and documentation concerning Summits lease and tenancy at the airport. Mr. Nelson said there had been a request from John Grabinger through the mayor's office to review the leases, and that he feels that he has compiled a complete set of old documents that comprise Summits lease basis to date and that he is currently working under the latest one, which is being questioned now. He stated these documents have been reviewed. He stated that through his and others observation he feels that Summit was out of compliance with the current lease, and that the lease calls for a sixty day grace to become compliant after proper notification of non-compliance. He said he had had discussions with Mike Kadrmas back in March with concerns of Saturday operations, flight training certification, and aircraft availability. His concerns were primarily with Summit being able to meet the terms of being an FBO in compliance with the Airport authority and its ordinances. Mr. Bingham interjected that his understanding was that there was a new lease on the table today to update the language to include all components regarding Summit aviation into one lease. He asked for counsel from Mr. Merrick to describe the ordinances and what the requirements were distinguishing a local operation from an FBO. Mr. Merrick did so, stating there was a need for two operating aircraft that were owned or leased, flight instruction, fueling, and referred to aircraft rentals, and sales. Additionally, he stated the hours of operation were to be established by the manager. Mr. Kadrmas replied that he was now manning the airport on Saturday but said with the 24 hour fueling self-fueling dock, and the availability of the restrooms, and pilot facility, he feels that there is a significant less need for manned operations. He stated that in his reviewing the same lease, and ordinances, he feels they need more updating still, and that he has not only been out of compliance with the of FBO

requirements in regards to square footages, and number of operations effecting classification as an FBO, that other operators on the airport are in violation of those same ordinances and should be required to meet them if he is required to do so. He asked “what are you doing to require those operators to comply with these ordinances?” Mr. Kadrmas also said that he has contingent plans to lease another aircraft as needed to maintain flight instruction, but he doesn’t feel he should be required to have an aircraft sitting there at all times when it is not making him money. Mr. Merrick made reference to the buildings, and that in the lease there was a re-designation of the building reference numbers to building “I” and “J”. Mr. Art Todd mentioned a couple of references in the lease that needed to be reworded, and this was followed by several remarks from board members and from Mr. Kadrmas to correct wording on the lease. Ms. Eckman mentioned that she was concerned that the fueling dock area be included in the new lease. Mr. Bingham stressed to Mr. Kadrmas it was his burden of proof that he was in compliance with the terms of the lease, and that even though Mr. Kadrmas said he was willing to sign the revised list, that the Airport authority must see the proof of those items mentioned being brought into compliance prior to the acceptance of a renewed lease. **Mr. Bingham made a final motion to require that Summit and its council work on the lease details together with the Airport Authority and its council as a team, with two parties, to adjust or rewrite the lease so that it is acceptable for signing, at a date to be determined later. Mr. Nelson seconded, all said aye, motion carried.**

**Meeting was adjourned at 8:10 pm.**

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**Johnny Klingenberg**  
**Chairman**  
**Jamestown Regional Airport Authority**

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**Jennifer K. Eckman**  
**Manager**  
**Jamestown Regional Airport**

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
May 16, 2007**

Today's meeting was called to order at 6:00 pm and adjourned at 7:48 pm.

1. **ROLL CALL:**  
**Members Present:** Chairman Johnny Klingenberg, Mr. Dennis Nelson, Mr. Craig Neys, Mr. Art Todd, (phone) Ms. Kelani Parisien, Mr. Jim Boyd, Attorney Tom Merrick, Airport Manager Jennifer Eckman. **Absent:** Mr. Merle Bingham  
**Visitors Present:** Mr. Steve Aldinger (Interstate Engineering), Adam Kilzer (resident), Keith Norman (Jamestown Sun), Christina Wiederrich (JSDC), Mike Kadrmas (Summit Aviation), Kevin & Michelle Hermanson (First Class Aircraft Refinishing), Ken Getz (PraxAir), and Jon Anderson (Jamestown Regional Airport).
2. **Hearings from the Audience** - Mr. Klingenberg asked for Mr. Jon Anderson to present information on the welder purchase for the new ARFF/ SRE building: (see below under Equipment)
3. **REVIEW & APPROVE REGULAR MEETING MINUTES of April 11, 2007:**  
**Mr. Nelson moved to accept, Mr. Boyd seconded, voted and all said aye, motion approved.**
4. **REVIEW & APPROVE SPECIAL MEETING MINUTES of April 18, 2007:**  
Mr. Nelson requested that these minutes be typed by a professional transcriber. The Board decided to delay action until this could be done. **Motion was made by Mr. Nelson to delay and have the minutes transcribed, Ms. Parisian seconded, all voted, all said aye, motion carried.**
5. **FISCAL REPORTS**
  - a. **Review and approve the Indebtedness Report:** -Mr. Nelson moved to accept, Mr. Boyd seconded, all voted all said aye, motion approved.
  - b. **Financial Information as of March 31, 2006 & 2007**
  - c. **Financial Information as of April 30, 2006 & 2007**
  - d. **Accounts Receivable** - Mesaba was mentioned by both Mr. Klingenberg and Ms. Eckman and the status of the amounts owed. Ms Eckman mentioned there were changes coming regarding Law Enforcement Officer cost reimbursements with TSA/FAA, and that she was having Mr. Merrick review the information she had received.
  - e. **Budget vs. Actual 2007** - Mr. Eckman said 90% of the taxes have come in, and she was not totally sure Mr. Rene had updated all of the amounts on the reports to show exact amounts. Mr. Nelson discussed that he would like to see more accrual based accounting used.
6. **PROJECTS**
  - a. **2006 projects** – Mr. Aldinger stated that they are very close to completing ARFF/SRE and that he thinks there should be money to spend on painting the shop floor now, to basically match the ARFF floor, that it had been removed from the project due to budgeting restraints. He discussed 'balancing' the

projects budget and change order completions and payments, and that it would be better to use Charlie Skeel to paint and still have it paid for with the same funding. Also he mentioned the ballasts in the lights were causing significant frequency interference of the pagers, radios, and cell phones. He discussed the options to correct this as being the choices of either installing a noise suppressor, installing a repeater/for about \$13,000.00 or changing ballasts in the lights, which may be cheaper, according to Curtis Electric. He discussed needing a change order (# 6) for replacing an air exchange fan control switch for \$380.00. That there is a \$3,317.10 total balancing amount in question. **Mr. Neys moved to accept this amount for approval, Mr. Nelson seconded, voted, all said aye, carried.**

- b. **2007 projects** – Mr. Aldinger overviewed the bid process for the new taxiway project, and outlined these items for the board.
- i. **Border State won the construction bid on the Txwy ‘A’ project:** Mr. Aldinger stated that there is only one paving company in town. That sometimes the other big companies won’t come here to do a small project unless they are already set up here. He asked for approval on accepting this bid. He said the original estimate for the project was \$945,895.50, and the bid came in at 4% lower, \$878,563.77. The electric bid was originally estimated at \$69,700.00, and it came in 41% lower at \$37,470.00. **Ms. Parisien moved to accept these amounts, Mr. Nelson seconded, and all voted and all said aye, motion then carried.**
  - ii. **Midwest Testing selected for Taxiway “A” project core testing -** Mr. Aldinger said they had estimated \$10,000 for this testing, and Midwest Testing came in at \$13,083.00. He said they may also be used at a later date for core testing in several places around the parking areas and also around the terminal area. **Mr. Nelson motioned to accept the core testing bid for Taxiway “A” project, Ms. Parisien seconded, all voted, all said aye, motion carried.**
  - iii. **Wetland mitigation for taxiway ‘A’** – Mr. Aldinger stated that there was a final contract ready with minor changes to purchase a wetland bank from Thomas P. & Katherine A. Hutchison for wetland mitigation, and asked for approval. **Mr. Nelson moved to accept this contract, Ms. Parisien seconded, all said aye, motion carried.**
  - iv. **Terminal Area plan** – Mr. Aldinger initiated discussion and presented concerns for the use a local architect, EAPC, instead of JLG, due to they had prepared the terminal plans previously and had access to all the drawings, and were more familiar, etc. He said EAPC would do it for the same amount and provide us with three concepts for the terminal. He said that Interstate’s part would be to provide a minimum of two concepts for the rehabilitation of the terminal building area, traffic and parking lots studies, subsurface studies, architectural plans, Midwest Core testing costs, existing utility investigation, a topographical survey of the existing parking lot, provide a minimum of two concepts for the rehabilitation of the existing parking lots, preparation of a terminal area plan report, and when it is done they will prepare and send everything to the FAA and make sure its included in the AIP grant. The entire cost would be a lump sum of \$35,000 including the architectural plan costs. **Mr. Nelson moved to accept the use of EAPC and the terminal area**

**plan proposal by Interstate Engineering, Mr. Boyd seconded, voted and carried.**

- v. **General Wetland-** Mr. Aldinger discussed FAA and Fish and Wildlife approvals are needed to determine the means for evaluating “function and value” mitigation process for the ‘big’ future wetlands at the airport.
  - vi. **Reimbursements from the State** - Mr. Aldinger mentioned the grant meeting was coming up on the 21 of June and that he had the application ready to go. That he would have Ms. Eckman to sign it and then send it in. That it would include 2.5% of the Txwy ‘A’ project, 50% on internship costs, 50 % for a card reader system for the terminal, 50% for GIS software license acquired last year.
  - vii. **Crack Sealing** – part of the taxiway project would include crack sealing for the runways and taxiways, but we have to show economic hardship and need, i.e., that the airport does not have funds to do this, so he said basically it just needed signatures and sent out.
- c. **JMS Airport Engineer**– The five year term for Engineering Firm is up on June 5 and there must be a process met to reselect an airport engineer. It has to be sent to a minimum of three different firms, and then read through, and interviewed if desired, and then make a decision of who to use. That it would not effect the contracts that are currently in place. But that it was not hard, and he encouraged the airport to go ahead and do it as soon as possible.

7. **SCASD Grant** - No discussion was held.

8. **DHS Grant** - No discussion was held

9. **MESABA AVIATION, INC**

- a. **End of the Month Report** – Mr. Klingenberg asked about the outstanding balance owed by Mesaba, and the pre- bankruptcy portion. Ms. Eckman stated she planned to send out a letter to them regarding the bill, and to discuss those issues with them soon. Mr. Klingenberg said that we had 6.2 passengers per day outbound, and about 5 inbound.
- b. **Jets for Jamestown /Mr. Boyd** - Mr. Boyd discussed the recent efforts to bring Jets into Jamestown through legislative as well as local awareness. He said it has been four –five weeks since we began. He said he met with Governor Hoeven, and some senators, and that also that Mayor Leichty has helped spread the word around about what we are doing. He said he talked to NorthWest officials specifically about bringing a CRJ aircraft in. He said we have about 10% of the numbers in so far. He commented that we only need one of 17 jet aircraft Northwest has recently acquired and verified with him. He said he is very optimistic, and is targeting 11,000 for a number to go to Northwest with and feels in another 45 days we will be able to achieve this. That Jamestown College is very pleased with this project. He stated we must acquire a Jetway as well to be able to treat the passengers right. Other discussion had to do with the number of seats available for Jamestown residents on board the existing aircraft being used, and that it could possibly adversely affect our efforts to get the numbers up fast enough if those seats are taken by other cities that the flight stops at such as Aberdeen. It was mentioned that some companies had not responded that would contribute a lot of seat occupancy once they did respond to the survey, such as

Cavendish. Mr. Boyd said he was told by Northwest we would need 30 to 35 passengers per flight for a jet service, and that he replied to them that we had estimated 30, so we are certainly in the ballpark on these numbers. Ms. Parisien said her company had just sent 20 people out and she was one that had flown on the existing flight out of Jamestown.

**10. LEASES AND AGREEMENTS**

- a. **GSA Lease-** Ms. Eckman asked for approval to sign and send the Lease agreement for the TSA contract. Mr. Merrick was consulted, and he confirmed her statement that it was a 'boilerplate' lease and was okay to sign. **Ms. Parisien moved to approve signing, Mr. Nelson seconded, all voted, all said aye, motion carried.**
- b. **Summit Aviation Lease** – Ms. Eckman stated that Mr. Bingham had contacted her and requested that this item be removed due to there being no work done as yet by the attorneys. All agreed to remove and delay. No motion was required.
- c. **1rst Class Aircraft Refinishing Lease-** discussion was held about the purchase of the old manager's office. Mr. Hermanson stated that he would just as soon buy the building as to lease it, as long as a price he could afford was offered. Mr. Nelson said that it should be in line with the appraisal (\$17,499.00) but also commented it had leaks in the roof and those things should be taken into consideration. Mr. Klingenberg assigned himself and Mr. Nelson to negotiate the cost of purchase with Mr. Hermanson.
- d. **Jamestown Aviation Lease** – Mr. Nelson said there is two things to look at here, and one is the existing lease, and the other is adding a bi-fold door to the old maintenance facility. He said that they are waiting for a quote to change the door to a 40 ft. bi-fold, or hydro, (swing up door), so he said we are waiting to get more info before going further.

**11. BOARD POLICY HANDBOOK -**

- a. **Committee – Mr. Nelson** - He stated that the last word from George Teller was that the original draft was lost. That he started making a new copy himself since he was not sure of getting what had already been started. He said he based much of it on the appearance of the buildings and grounds, with a theme of Pride of Jamestown, establishing priorities. He said that he feels this should be a more all-encompassing master document to include grounds and building maintenance issues. He mentioned the grounds and grass are looking good lately, but there was still a problem with trash along the fences etc. Ms. Eckman asked the Board President to clarify its purpose, and that she thought it was only a guideline and policy manual to be used by the board members for performing and distributing oversight of airport business. There was much debate as to whether this document should be focused on operational details rather than on board member duties, Ms. Parisien, suggested that we should have the things Mr. Nelson spoke of in specific grounds and operational documents rather in the board policy manual. Mr. Boyd also reiterated this thought. There was some discussion and suggestions made to assign a new board member as soon as possible to assist Mr. Nelson in creating a new board member policy handbook and portfolio description requirements that would match the already designated assignments. Ms. Wiederrich asked if the board could adapt a Board policy handbook using another Airports handbook as a starting place. It was stated that one that they had

tried to use was not close enough in size, and application. Ms. Parisien asked if we were similar enough to Devils Lake to use theirs. Ms Eckman said she was sure there were some on the internet that could be used as a basic pattern. No board members were assigned to this committee.

**12. ARFF BUILDING & AIRPORT EQUIPMENT**

- a. Equipment Purchases** –Mr. Anderson spoke regarding the proposed welder from PraxAir, and why he felt the MillerMatic 251 would be a better choice given the instructions from the Board previously to make sure the one he purchased would meet the requirements of ½ steel or thicker welding requirements. Mr. Anderson explained that this machine was only \$500.00 more than the first one that was specified, and would weld a wider range of materials, and be more useful to the airport maintenance department. Mr. Nelson asked for a detailed breakdown of the welder’s capabilities and questioned if even this good of a welder could meet the requirements of thicker welding up to one inch such as the American standard coupler on the loader. Mr. Boyd asked if we needed more training in order to use the machine. Mr. Getz from PraxAir spoke confirming Mr. Anderson’s abilities to weld. He stated that even Dan Poland’s shop would V-grind joints, and weld multiple passes on thicker steels, and that this machine was plenty capable of performing these tasks. He stated this welder was very good and that he was only a phone call away if he was ever needed. He confirmed there is a three year warrantee on the machine in question. Mr. Anderson said he is still trying to get in contact with the person that certified him as a welder, so he could substantiate his prior training and certifications. Mr. Todd commented it makes sense by having a welder like this, versus going outside to have maintenance welding done. After more discussion, **Mr. Nelson made a motion to approve the purchase and Ms. Parisien seconded the motion. All said aye, and motion carried.**
- b. Old Shop & Auction** - Ms Eckman asked for approval to auction off any remaining tools and equipment in the old shop, and that we had previously had a silent auction that went pretty well, and so she recommended that we do this. Mr. Klingenberg said it was good to have gotten rid of old stuff that was no longer needed. Ms. Eckman was instructed to prepare a list of auction-able items and to get it ready and then to set a date, and carry it out as she proposed.

**13. PERSONNEL**

- a. Payroll Adjustments** – Ms. Eckman requested approval of a raise for Frank Hassler to a new rate of \$28,500.00 annual wage, from \$27,204.00 (approx 4.76% raise). Also she stated that he had not had a raise in two years. Mr. Nelson asked about the \$3,800.00 he recently was forgiven in the pay error. It was discussed and decided that this should not be part of the giving him a raise. Mr. Boyd stated it appeared he was paid less than average for this position and that he hated to lose a valuable employee if he wasn’t compensated adequately. After other discussion, **Mr. Todd made a motion to approve the recommendation of this pay adjustment. Mr. Boyd seconded. All voted, all said aye, motion carried.**
- b. Summer Labor-** Ms. Eckman requested approval of the airport hiring a person for summer labor at \$8.00 an hour to help keep the airport up. There was a question asked about funding for an intern, and Ms. Eckman said no, this was not part of that. After more discussion, **Mr. Nelson moved to approve the hiring of**

**one person for (seasonal) summer ground maintenance labor at \$8.00 and hour with no benefits. Mr. Neys seconded, all voted, all ayes, motion carried.**

- c. **Conflict of interest statement-** It was discussed and requested that we implement some form of declaration in the event of possible conflict in board matters. No decisions were made, however to add this to the next meeting agenda.

**14. UPCOMING AIRPORT EVENTS** – Ms. Eckman gave updates on all upcoming events.

- a. **State Grant Meeting – June 21, 2007 in Bismarck** – (Ms. Eckman mentioned that this was already discussed earlier.)
- b. **Fly in on Your Way to Oshkosh - July 20-31** - it was asked if there would be any conflict with these events and Ms. Eckman said she did not think so.
- c. **Drag Races - July 28-29 2007** – Ms. Eckman mentioned a runway will be closed during this event and it may encourage more flyers to drop by if they see drag racing
- d. **Roughrider Air Rally - Sept 1&2** - Events will occur on September 2, and the pilots will be just barely flying over the runway, and not actually stopping. Someone will be on the ground judging them as they fly over and they will also be over-flying Devils Lake.

**Additional Comments:** Mr. Nelson asked if the city had been contacted about the potholes in the airport entryway road? Ms. Eckman said that they had been contacted. Mr. Klingenberg stated they been patched this morning.

**15. MEETING ADJOURNED AT 7:48 pm**

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**Johnny Klingenberg**  
Chairman  
Jamestown Regional Airport Authority

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**Jennifer K. Eckman**  
Manager  
Jamestown Regional Airport Authority

**EMERGENCY MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
June 14, 2007**

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Today's meeting was called to order at 5:00 pm and adjourned at 5:21 pm.

1. **ROLL CALL:**

**BOARD MEMBERS:** Chairman Johnny Klingenberg, Mr. Jim Boyd, Mr. Dennis Nelson, Mr. Merle Bingham, Mr. Craig Neys, Mr. Art Todd, Ms. Kelani Parisien, Tom Merrick Atty., Manager Jennifer Eckman, and Admin Assistant Michael Jones.  
**VISITORS:** Steve Aldinger (Interstate Engineering), Georgia Miller (resident), Christina Wiederrich (JSDC), Kevin and Michelle Hermanson (First Class Aviation Refinishing), Jackie Hyra (Jamestown Sun), Al Lamp (James River Aviation), Greg Earnest (Jamestown Avionics Inc.), Frank Hassler (Jamestown Airport)

2. **Jet "A" Fuel Dispensing Alternatives:** Mr. Klingenberg started the meeting with a statement that we are meeting to discuss the fuel situation and that there will be no other subjects discussed.

Mr. Bingham stated that "We have a problem at the airport. There is no Jet "A" fuel available at the airport. It has been brought to his attention in the last couple days that this situation exists." In his opinion Jamestown Airport operations are "broken" without fuel to service the aviation community and that aviation facility users are subject to drop into our facility at any time, and there needs to be fuel available to service them. He does not know "why" the fuel is not here, but the reason this emergency meeting was called is that this is not the first time this situation has happened and that the Airport is fundamentally broken at this point and some people need to come together to discuss this issue, and decisions need to be made. He stated the fact that this has happened more than one time is the indication of a "trend" and this is not a trend that we need to have happening at a time we are trying to increase our service to the general public in this county and region. Mr. Bingham then called for council to read (2) letters. Mr. Merrick read one letter from Al Lamp (James River Aviation), addressed to the board members. It stated basically their concern that no fuel is available, and they proposed to provide JET A and 100 LL Av gas to all areas of the airport as soon as it was possible. The second letter was from Summit Aviation (Mike and Stephanie Kadrmas) to Mr. Klingenberg, stating they regretfully have decided to sell that the assets of Summit Aviation. It stated this was the result of many factors, most notably the lack of a feasible lease between Jamestown Regional Airport and Summit Aviation. He said the facilities will continue to be available to the flying public in the interim. The letter stated that any questions and concerns should be addressed to the law offices of Ottmar and Ottmar.

Mr. Merrick said it appears that the major immediate concerns are built around Summit being out of jet fuel and what to do for the best interests of the Airport. He suggested the recent disclosure of Summits intentions make that portion clear for all parties involved. It was subsequently asked and stated the out of fuel condition has existed since June 5<sup>th</sup>.

Mr. Klingenberg stated that the way he understands it, Summit is getting out of the fuel business, and that James River Aviation is offering to provide those services. Mr. Al Lamp of James River said they are prepared for providing the Jet A fuel

almost immediately, but he said he hoped to acquire assurance of being sole provider of Jet A, since the investment was substantial, and there was not enough demand for more than one supplier to provide fuel on the airport. Mr. Klingenberg stated that James River Aviation lease as he understands it already allows them to dispense fuel, so we are only talking the mechanics of getting a tank or a truck here. Mr. Lamp said he previously has had a supplier in Montana, and is now switching to a company in Wisconsin, and plans to meet with them Saturday morning. He says for the present a truck will be the first acquisition and that he can get it refilled as needed, that there was no problem with having a fuel supply once he starts selling Jet A fuel. Mr. Boyd asked and Mr. Merrick clarified that the airport could not give sole rights to the fuel business, and Mr. Bingham stated that it would probably have to be left open, but the consensus was that the nature of the business was built on economics, and that alone would be a discouragement towards others selling. Ms. Eckman said she's concerned about Summit Aviation running out of 100LL, and then possibly having to issue a NOTAM that we are out of (100 LL) as well. Mr. Bingham verified with Mr. Lamp that he could quickly set up and provide a Self Serve 24 hour card system for 100 LL. Mr. Lamp said yes it is possible once they have approval and work out some financing. Other discussion included that only approved sources could venture on the airport to sell Av gas. Mr. Nelson said that in his mind he felt Mr. Lamp needed our support to provide these services. **Mr Nelson made a motion to the effect that the airport approve, support and facilitate the process for Mr. Lamp to get Jet A fuel here as soon as possible. Mr Todd Seconded. Mr. Klingenberg asked is there any further comment?;** -Mr Boyd interjected and asked is Mr. Lamp still willing to provide these services in the light of not receiving sole rights to sell JET A, upon which Mr. Klingenberg asked in light of Summits declaration to sell, would Mr. Lamp be interested in their assets, and Mr. Lamp said definitely they would be interested in doing so. Mr. Nelson mentioned the Airport has first rights to buy the assets of Summit Aviation and can acquire them. Mr. Todd asked who has title to these properties, and who the lenders are, and asked Tom to inquire of the ownership, etc, so that we could acquire access to Jet A as soon as possible. Discussion closed. **Mr. Klingenberg reminded the board that a vote was needed. All voted. Unanimous approval was given.**

**Meeting adjourned at 5:21 PM**

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**Johnny Klingenberg**  
**Chairman**  
**Jamestown Regional Airport Authority**

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**Jennifer K. Eckman**  
**Manager**  
**Jamestown Regional Airport**

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
June 20, 2007**

Today's meeting was called to order at 6:00 pm and adjourned at 7:25 PM.

1. **ROLL CALL:**  
**Members Present:** Chairman Mr. Johnny Klingenberg, Vice Chairman Mr. Merle Bingham, Mr. Dennis Nelson, Mr. Craig Neys, Ms. Kelani Parisien, Mr. Jim Boyd, Attorney Tom Merrick, Mr. Michael Jones (Admin Assist) **Absent:** Mr. Art Todd, Ms. Eckman **Visitors Present:** Mr. Steve Aldinger (Interstate Engineering), Keith Norman (Jamestown Sun), Kevin Hermanson (First Class Aviation), Linda Mohn (Schauer & Assc.), Glenn Christianson (Drag Race Association), and Frank Hassler (Jamestown Regional Airport).
2. **NOTIFICATION OF CONFLICT OF INTEREST** – No conflicts mentioned. Discussion was made as to different ways to handle this item. No action was taken.
3. **HEARINGS FROM THE AUDIENCE** - No comments
4. **REVIEW & APPROVE REGULAR MEETING MINUTES of May 16, 2007:** Mr. Nelson moved to accept, Ms. Parisien seconded, all voted, all said aye, motion approved.
5. **REVIEW & APPROVE SPECIAL MEETING MINUTES of April 18, 2007:**  
Deferred: The chairman requested that the transcription be made available to those who requested before the next meeting.
6. **AUDIT PRESENTATION** – Ms. Mohn of Schauer and Associates presented the Audit report and stated that these reports fairly represent the business of JMS Airport. Mr. Nelson moved to accept the report, Mr. Jim Boyd seconded, all said aye, motion carried.
7. **STUTSMAN COUNTY- MILL LEVY** -It was moved by Mr. Nelson to accept the current mill levy without change from last year. Mr. Bingham seconded. All voted, all ayes, motion carried.
8. **FISCAL REPORTS**
  - a. **Review and approve the Indebtedness Report:** -Ms. Parisien moved to accept, Mr. Nelson seconded, all voted in favor, carried.
  - b. **Financial Information as of May 31, 2006 & 2007**
  - c. **Accounts Receivable**
  - d. **Budget vs. Actual 2007** – the question was asked “how can we get more money into the budget, through taxes, etc.” No solutions were offered.
9. **PROJECTS**
  - a. **2006 projects**
  - b. **2007 projects**
    - i. **Txwy ‘A’ project:** Mr. Aldinger discussed that the ARFF building was partially painted and was ready for the closeout report, and he also mentioned that Txwy A project was moving along as planned. He stated a separate engineer firm was proceeding with the development /project for wildlife mitigation and that the agreements were signed.
    - ii. **Terminal Area Plan** - no action.
    - iii. **RFP Engineer Review** – The board acknowledged that all board members had received copies of the engineer proposals. Mr. Klingenberg asked if the other two firms besides Interstate were in attendance. Mike Jones stated that Ultieg

had not responded to the invitation to attend the meeting and that Moore Engineering had called and said they wished they could, but another meeting had already been scheduled that took them elsewhere. Mr. Klingenberg then proceeded to ask “what is the mind of the board concerning this?” Mr. Nelson suggested well, we need to vote, and so a vote was called. **Mr. Nelson moved to accept Interstate Engineering as the new engineering firm for the airport. Mr. Neys seconded, all said aye, motion carried.**

**10. MESABA AVIATION, INC**

- a. **End of Month Report** – No comments were made.
- b. **Jets for Jamestown /Mr. Boyd** - Mr. Boyd recapped the situation of acquiring Jet service, and updated the board on Pre/Post “EAS 1978” numbers with a presentation that highlighted higher numbers of passengers during those years. Mr. Klingenberg cited the lack of decent service and flights for the loss of the loss of numbers in the past.
- c. **Essential Air Service Letter-** The board discussed the EAS and in light of the deadline, they instructed to send Ms. Eckman’s letter to Mr. Devaney at EAS.

**11. LEASES AND AGREEMENTS**

- a. **Summit Aviation Lease** – Mr. Nelson stated that Jet A is being sold, The NOTAM has been canceled and the buildings are being purchased.
- b. **Review and approve Use agreements-**
  - i. **Fly –In - Mr. Hermanson** - gave his case that the event was not a real “fly-in” here in Jamestown, but a stop-over, and made comments that he felt the lease was not appropriate for this type of event. After some general discussion Mr. Bingham stated that he felt there was no need for the agreement, at least in its present state, and said that we should defer this to a later date for final decision.
  - ii. **Drag Racing-Mr. Christianson** – stated that he felt section 5 and the legal financial requirements were out of line with what they were doing, and asked for something similar to the last years/ past agreement. Mr. Bingham discussed with Mr. Hassler the process of removing the runway lights for the event, stated he felt the airport should do that, not someone else. He stated as well that the \$700 charged in the past was enough to cover that fee, and that we should revert to last year’s agreement. **Mr. Nelson moved to strike paragraph five from the use-agreement, and Ms. Parisien seconded. All voted and carried.**

**12. PERSONNEL**

- a. **ARFF** – The board acknowledged the resignation notice and gave the instruction for the airport manager to proceed to hire a replacement for Jon Anderson.

**13. BOARD POLICY HANDBOOK -**

- a. **Committee – Mr. Nelson** – Mr. Nelson requested that the Board approve a concept to create a comprehensive manual to govern the airport board and to have a new name for it. He requested that they approve its being broadened, to become a full airport operational manual, encompassing more than board member duties. He reiterated that the files George Teller had are still missing in action. Ms. Parisien interjected, and clarified, “so you intended that the board policy handbook is just a section of a larger manual?” And Mr. Nelson said “yes, that is the intent.” She said she had no problem with it, as long as she could pull out a portion that has specific board member policy. Chairman Mr. Klingenberg said “Does anyone have any objection to this amendment to the policy book?” no responses were made, so he said “then carry on with it!” Several remarks were made as to “who’s going to do all of this work?” It was brought up that George Teller had not been replaced and that someone needed to be assigned to the committee to help Mr. Nelson with it. No one volunteered and no appointment was made. Deferred.

14. **UPCOMING AIRPORT EVENTS –**
- a. **Garmin Seminar- Jamestown Avionics – June 20**, RSVP 252-4676 -Mr. Nelson stated a barbeque and training seminar was being held simultaneous with the meeting tonight.
  - b. **State Grant Meeting – June 21 in Bismarck** – Mr. Aldinger stated he had been involved in the aeronautics grants selection process and that Mr. Mark Holzer will present and return those results back to us for approval. That we were recommended to receive all that we had asked for.
  - c. **Fly-in on Your Way to Oshkosh - July 20-31**
  - d. **Drag Races - July 28-29 2007**
  - e. **Roughrider Air Rally – Sept 1-2, 2007**

**Additional Comments:** - Mr. Nelson mentioned that he had sent a letter to FedEx inviting them to the Airport, and that the Civil Air Patrol had mentioned adding a monthly meeting in Jamestown at the airport.

Mr. Klingenberg asked if Mr. Hermanson was still considering the old shop buildings and Mr. Hermanson replied to the effect that it was on hold until he re-evaluates the current business with Summit.

15. **MEETING ADJOURNED AT 7:25 pm**

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**Johnny Klingenberg**  
**Chairman**  
**Jamestown Regional Airport Authority**

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**Michael Jones**  
**Administrative Assistant**  
**Jamestown Regional Airport Authority**

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
July 11, 2007**

Today's meeting was called to order at 6:00 pm and adjourned at 7:15 PM.

1. **ROLL CALL:**  
**Members Present:** Chairman Mr. Johnny Klingenberg, Mr. Art Todd (phone) Mr. Dennis Nelson, Ms. Kelani Parisien, Mr. Jim Boyd, Attorney Tom Merrick, Ms. Jennifer Eckman, (Manager), Mr. Michael Jones(Admin Assist) **Absent:** Mr. Craig Neys, Mr. Merle Bingham  
**Visitors Present:** Mr. Steve Aldinger (Interstate Engineering), Keith Norman (Jamestown Sun), Kevin Hermanson (First Class Aviation), Adam Kilzer(Goodrich), Glenn Christianson(Drag Race Association), Christina Wiederrich (JSDC), Ben Meier (Jamestown Aviation)and Frank Hassler (Jamestown Regional Airport).
2. **NOTIFICATION OF CONFLICT OF INTEREST** – No conflicts mentioned
3. **HEARINGS FROM THE AUDIENCE** - No comments
4. **REVIEW & APPROVE SPECIAL MEETING MINUTES of APRIL 18, 2007-** Mr. Nelson commented that he had read the transcript done by Mr. Merrick's employee, and he felt that they were good. **Mr. Nelson then moved to accept the April 18 minutes, and the June 14 minutes; Ms. Parisien Seconded, all voted, all said Aye, motion carried.**
5. **REVIEW AND APPROVE EMERGENCY MEETING MINUTES OF JUNE 14, 2007** (Same motion as above included approval of these minutes)
6. **REVIEW AND APPROVE REGULAR MEETING MINUTES OF JUNE 20, 2007** - Mr. Nelson stated that section 13, regarding a policy manual, needed changing to reflect that he was only re-stating what he felt was the original charge to himself and Mr. Teller in order to create a comprehensive manual regarding all airport policy, not just board member policy. Ms Parisien asked him when this was all decided, and if it was before the new members were brought in? Mr. Nelson stated and Ms. Eckman confirmed it was requested by the board in December 2006. Mr. Klingenberg asked about getting help to Mr. Nelson on this committee, and cited his opinion that we must move on from expecting anything from Mr. Teller due to computer failure. Mr. Klingenberg asked for volunteers, and asked Ms. Parisien if she was willing to help Mr. Nelson? - **Mr. Nelson moved to make amendment to section 13, and to accept the minutes of June 20; Mr. Todd seconded, all voted aye, motion carried.**
7. **STATE AUDIT REPORT APPROVAL** -Ms Eckman explained the State audit evaluation and that there were minor adjustments. **The local audit had already been accepted in the last meeting.**
8. **FISCAL REPORTS**
  - a. **Review and approve the Indebtedness Report:** Mr. Nelson said that the Visa account should have more description as to training and conference expenditures. That it should state who, why, what where, etc, as regards to meals and other expenses. **-Mr. Nelson moved to accept the indebtedness report, and page 7 & 7-A, Ms. Parisien seconded, all voted in favor, motion carried.**
  - b. **Financial Information as of May 31, 2006 & 2007** -skipped
  - c. **Accounts Receivable** – Ms. Eckman explained to the board about the reimbursements from the FAA for LEO expenses.
  - d. **Budget vs. Actual 2007** – Mr. Nelson made comments of cross checking to see if the numbers balanced between years.
9. **PROJECTS**
  - a. **2006 projects**
    - i. **ARFF/SRE/closeout** – Mr. Aldinger stated that the closeout report is done, and is ready to be sent in, but we are still working on getting the radio and cell

phone interference issue resolved. Brian Schuck of the FAA had told him it is eligible, and he has a bid in from HEERS, but wants to get one more bid from Jamestown Communications.

**b. 2007 projects**

- i. Taxiway “A” Extn’n** Mr. Aldinger said basically this project was on hold and that a signed mitigation agreement had been returned to Ms. Eckman. The plan was presently at U.S. Fish & Wildlife waiting for approval in the next week, and then the project can begin when the grant is received. He hopes they will get this project done, but if they wait too late some of the paving might not get done until next year.
- ii. Terminal Area Plan** – on hold contingent on the grant process.
- iii. MALSRS project** – Mr. Aldinger stated that this is an FAA project, and though his firm had nothing to do with the project, they were contacting him for information on it from time to time, and that it was expected to get done this year. It was still up in the air about whether they would remove the nav-aids during the project or not, and that it could possibly effect night- time operations while this system was down for replacement of the MALSRS. Apparently Mr. Jeff Engles’ of the FAA would find out from the maintenance crew and let us know what is decided regarding leaving the old system operable while the new one is installed. That there is really no need to remove them until the new system is in place, however the maintenance crews seem to want to tear them out right off the bat when they start the project. He said this project might also involve an FAA advisory being posted. Mr. Aldinger also stated he noticed the removal of the middle marker was complete on the other side of highway 10.
- iv. SCASD Grant Reimbursements** – Ms. Eckman asked for acknowledgement of the grant expenditure and that 90% of the almost 60,000 spent would be reimbursed early next quarter (October). Mr. Merrick asked was it just our money or shared with Devils Lake. Ms Eckman confirmed that this money was shared with Devils Lake.

**10. MESABA AVIATION, INC**

- a. End of Month Report** – Ms. Eckman explained that there was still an outstanding balance on Mesaba’s account, but that a portion (70%) of the bankruptcy amounts had been paid very recently, and they were paying on their other monthly bills as well.
- a. Enplanements.** Mr Boyd, Ms Eckman discussed the drop in enplanements.
- b. Contract Negotiations** – Ms Eckman mentioned since Mesaba’s Essential Air Service contract ends Sept.30, we need to start contract negotiation’s regarding their lease, with things such as hours of operation, and to work with cancellation of flights, etc. She stated that we have been talking with the DOT officials about the upcoming contract, and also that we are charging Mesaba twice the lease amount in penalty for an unsigned lease, and stated they are paying that to us.
- c. Bankruptcy/Liquidation (see above)**
- d. Jets for Jamestown update- Mr. Boyd** Mr. Boyd showed a color coded chart with pre-EAS totals, and explained the trend, and “skid” from when the non- stop service left Jamestown. He stated we dropped 28% and we need 30-35 passengers per jet now, according to NW Airlines as a target. But he said if we can assure at least 30 passengers and acquire a jet flight, then we could outgrow the need for EAS. He said that he was assured that this can happen even with a standing EAS contract in place. He said he was meeting with Governor Hoeven on July 24, and hopes to bring this jet program to an end in the next six weeks.
- e. Essential Air Service-** Mr. Klingenberg said that the North Dakota Aeronautics commission feels that the above Jets program is not possible yet, but that they feel that we can achieve a higher service, and begin to reach our goals, by their awarding two

contracts at 2.7 million to accommodate the new plan. That they would negotiate with Mesaba to partner us with Devils Lake, not Aberdeen or Brainerd, and this would help us gain ground with increased boarding's. He stated that EAS people said that changes could be made later if needed. Mr. Boyd said we should be able to pick up the 28 % that we previously lost with this step forward. His concern is that we can switch to jet service down the road, and felt that the other flights could be adjusted accordingly if we substitute a jet for the morning flight. Mr. Klingenberg said he felt that as long as it didn't cost any more money that they appeared willing to change things. Ms. Parisien stated for the time being if we could pair up with another EAS airport, it would benefit us greatly for now, and more Jamestown people could have a chance to get on the plane. **Mr. Boyd read the resolution to pair Jamestown together with Devils Lake, providing a direct flight between Jamestown and Minneapolis, motioned to approve the resolution, Ms. Parisien seconded, all said Aye, carried.**

#### 11. LEASES AND AGREEMENTS

- a. **First Refusal of Summits Assets.** – Mr. Nelson moved to forego the right of first refusal on Summit's assets as addressed in the letter dated July 7, 2007 from Summit Aviation. Mr. Boyd seconded, voted and carried. – Ms. Eckman stated there was no bonafide offer yet to Summit. Mr. Nelson clarified that the interested parties were Al Lamp, Kevin Hermanson, and John Cave. Mr. Boyd wanted clarified that this first refusal clause would be on any future contracts.
- b. **Review and Approve Use Agreements-**
  - i. **Fly –In - Mr. Hermanson** – Mr. Nelson stated it was decided in the last meeting that a use agreement was not needed for the fly-in. Mr. Merrick was concerned of any camping to be done in a non hazardous area of the airport, to minimize any chance of incidents occurring. Mr. Hermanson wanted to know if anytime camping was allowed by aviators using the airport? That this was basically no different an activity. No further action was taken.
  - ii. **Drag Racing-Mr. Christianson** – Ms. Eckman explained to the board that some preset requirements by the FAA required a signed use agreement including costs for removing and protecting the runway lighting and signs and there was no choice due to it being a revenue diversion. A cost was then set at \$200.00 for that expense.
  - iii. **Fly –In Ad Costs – Mr. Cave-** Ms Eckman asked for approval for \$321.90 to be spent for a Trade-a-Plane ad requested by Mr. Cave out of the advertising money left in the budget. **Mr Nelson moved to accept this expense, Mr. Boyd seconded, and the board voted all aye's. Carried.**

#### 12. PERSONNEL

- a. **ARFF** –Ms. Eckman said she had nine applicants for the maintenance position and that she hadn't had time to contact them as yet for interviews.

#### 13. UPCOMING AIRPORT EVENTS –

- a. **Fly-in on Your Way to Oshkosh - July 20-31**
- b. **Manufacturers Roundtable – 12 PM July 26** - Ms. Eckman stated she would be talking about manufacturing and Ms. Wiederrich clarified that any company that manufactured tools, parts, services, etc, would be included in attendance, and included companies from Valley City and surrounding areas. She invited anyone that was interested to attend.
- c. **Drag Races - July 28-29** -already discussed.
- d. **Roughrider Air Rally – Sept 1-2** - Mr. Klingenberg said that they fly a designated course from Minot, and air rally people would be on the ground to record the time they arrive. This would be happening Labor Day weekend. Mr. Nelson stated that he and Mr. Todd would be helping with that event.

14. **Other Items** - Mr. Nelson brought up that one option he has recently looked at is to replace the doors on the old shop with a 40 ft. door. He felt the amount he was quoted (\$14,300.00) was too much to pay. He felt there was another option, of replacing the header with an adequate 40 ft. header, and then have the door installed. He mentioned a Canadian company that builds doors. He said it was in the interest of getting it rentable. Other options were discussed such as selling but he felt it should be kept available for 1st Class Aviation. Also he stated that Ben Meier is offering to take over the old plow bay, and though he hadn't received a letter yet with an offer, he felt it was a good idea to rent to him. He also mentioned long distance phone costs, and questioned the authorization of a new tool box purchase for the new maintenance shop for \$600.00. He felt that authorizations should not be made by individual board members that violate spending limits. Ms. Parisien acquiesced to Mr. Klingenberg's request to join Mr. Nelson in working on a board policy manual that would help board members better understand procedures. Ms. Parisien asked that all members work together to make a list of their concerns to include in this project. Mr. Klingenberg stated that there would be no further spending without proper authorization, above the pre-set limit.

15. **MEETING ADJOURNED AT 7:15 pm**

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**Johnny Klingenberg**  
**Chairman**  
**Jamestown Regional Airport Authority**

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**Jennifer Eckman**  
**Airport Manager**  
**Jamestown Regional Airport Authority**

**SPECIAL MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
July 30, 2007**

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Today's meeting was called to order at 12:10 pm and adjourned at 12:46 pm.

1. **ROLL CALL:**  
**BOARD MEMBERS:** Chairman Johnny Klingenberg, Mr. Jim Boyd, Mr. Dennis Nelson, Mr. Art Todd(phone), Ms. Kelani Parisien, Tom Merrick Atty., Manager Jennifer Eckman, and Admin Assistant Michael Jones. **ABSENT:** Merle Bingham and Craig Neys. **VISITORS:** Christina Weiderrich(JSDC), Jonathan Cave, Kevin Hermanson(First Class Aviation), Keith Norman (Jamestown Sun), Al Lamp(James River Aviation) and Rueben Liechty(leaseholder).
  
2. **Airport Lease and Operation Agreement-** First Class Aviation - Dennis Nelson presented to the Board the need to discuss and approve the prepared contract for First Class Aviation and a security agreement that was being required in conjunction with its bank loan. Mr. Merrick described the security agreement as a fairly standard requirement that has been used in other airport leases and was an instrument to allow the bank to protect its assets by having the right to act if there was a default. He also stated that the document would serve as protection for the airport to keep operating in the same set of circumstances by having the right to negotiate with the bank in case of default for the purpose of continued airport operations. Mr. Nelson described the purpose of the new contract was to go ahead and allow First Class Aviation to operate as a fuel provider without immediately meeting the full expectations of an FBO. Ms. Parisien expressed concern that since we had so recently required the former leaseholder to meet certain expectations, are we hurting ourselves by allowing less in the new lease, and are we requiring something totally different now. Mr. Boyd as well as Mr. Klingenberg expressed concern that we should have some kind of written assurance or time limit to meet the FBO requirements. Mr. Merrick said that basically the new lease does not require the new tenants to meet any FBO requirements until they are able and ready, but it does meet the current need to give them full authority to operate on the airport with the ability to expand. Mr. Lamp, Mr. Hermanson and Mr. Cave together stated that at the present that aircraft rentals and hanger rentals were being provided by other entities, and that they would continue to seek ways to provide additional services on the airport, but due to financial outlays to meet the present fueling needs they weren't able to do it at this time. **Mr. Nelson made a motion at the beginning of the meeting to accept the real estate lease with First Class Aviation, and to approve the security interest assignment of the same lease to Bank Forward. Mr. Klingenberg called for a second to the motion to, whereas Ms. Parisien seconded. A vote was called with Mr. Todd, Ms. Parisien, and Mr. Nelson in favor, and Mr. Boyd dissenting. Vote carried.**
  
3. **Action-**Summit Aviation Lease- Mr. Nelson stated that since Summit aviation had sent the airport authority a letter on June 14, 2007 stating their intention to sell all of the assets, that the owners should be kept to that statement of intent to the selling all

of their assets and that legal action should be taken if it was not all sold. Mr. Merrick responded that all that was really pursuable was the removing of personal property, things such as vehicles outdoors, etc. Ms. Eckman stated some of it had already been removed and that the last fuel truck would be removed tomorrow. Mr. Klingenberg said that he felt we could not act against Summit having a hanger and that if necessary Summit would have to re-do its contract, but he hoped that this issue would resolve itself soon. Mr. Merrick said the contract would need modification to allow them to keep the hanger in another status if any existing language tied it to FBO contract requirements. No action was taken.

**Mr. Klingenberg stated no other business can be discussed and called for adjournment at 12:46 pm.**

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**Johnny Klingenberg**  
**Chairman**  
**Jamestown Regional Airport Authority**

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**Jennifer K. Eckman, A.A.E.**  
**Manager**  
**Jamestown Regional Airport**

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
August 8, 2007**

Today's meeting was called to order at 6:00 pm and adjourned at 7:35 PM.

1. **ROLL CALL:**  
**Members Present:** Chairman Mr. Johnny Klingenberg, Mr. Merle Bingham, Mr. Art Todd (phone) Mr. Dennis Nelson, Ms. Kelani Parisien, Mr. Jim Boyd, Attorney Tom Merrick, Ms. Jennifer Eckman, (Manager), Mr. Michael Jones (Admin Assistant) **Absent:** Mr. Craig Neys  
**Visitors Present:** Mr. Steve Aldinger (Interstate Engineering), Keith Norman (Jamestown Sun), Adam Kilzer(Goodrich), Christina Wiederrich (JSDC), Mr. Brion K. Bittner (Wells Fargo) Mr. Klingenberg expressed that for some reason there was a decorated cake at his spot, and asked the wishes of the board to eat it now or later, celebrating his recent Birthday. The resulting consensus was to wait, and take care of business first.
2. **NOTIFICATION OF CONFLICT OF INTEREST** – None
3. **HEARINGS FROM THE AUDIENCE** - No comments
4. **REVIEW & APPROVE REGULAR MEETING MINUTES OF JULY 11, 2007-REPORTS** Mr. Nelson moved to accept the minutes with a change being made to the minutes to reflect first right of refusal applies to only the portions of lease/assets negotiated between Summit and First Class Aviation. Mr. Bingham seconded, All voted Aye, motion carried.
5. **REVIEW AND APPROVE SPECIAL MEETING MINUTES OF JULY 30, 2007** – Mr. Nelson asked to amend these minutes with changes being made to the wording of the motion to read as such: “Mr. Nelson made a motion at the beginning of the meeting to accept the real estate lease with First Class Aviation, and to approve the security interest assignment of the same lease to Bank Forward.” Ms. Parisien moved to approve the minutes of July 30, Mr. Boyd seconded, and all voted aye, and approved the motion.
6. **FISCAL**
  - a. **Review and approve the Indebtedness Report** –Ms. Eckman stated that she would explain the expense for Helena later in the meeting. Mr. Nelson moved to approve with the exception of the \$875.00 expense for Helena Fire School. Mr. Todd seconded, all voted aye and motion carried.
  - b. **Financial Information as of July 31, 2006 & 2007**
  - c. **Accounts Receivable** – Mr. Nelson asked had we had any response from Mr. Mutschler. Ms. Eckman said not. Ms. Parisien asked if Mesaba had made any payments, whereas Ms. Eckman verified that they had recently made two payments.
  - d. **Budget vs. Actual 2007**
  - e. **Wells Fargo Account Changes** –Mr. Nelson explained that there was a program offered us by Wells Fargo that would pay a daily dividend of currently 3.62 % by sweeping our funds into a special sweep account, but had a minimum balance requirement of \$100,000.00. a. This would be an increase from the current 1.1 percent interest on our existing savings account. That it would require a decision of moving the funds from the current CD's which has had the advantage of an extra step of security and being 3.76 %. He stated that is would take all the money available and create additional earnings without sitting on hold. Ms. Parisien asked about its being secured, and general security of the proposed account. Mr. Bittner of Wells Fargo Bank spoke and further outlined the details of a Wells Fargo Stagecoach Sweep Repurchase Agreement, which basically puts the account on auto pilot, and which would be invested in US Treasuries, and Federal Agencies. He stated that this type of account is popular with cities and municipalities. Ms. Eckman stated in answer to Ms. Parisien's question that this account does not have the protection of the Federal deposit insurance. Mr. Bittner suggested that it being in Government funds it has a higher security overall. Ms. Eckman feels like that it would benefit by all airport assets working together in a single account rather than as it is

currently some of the funds not working for us, the difference in maturity yields of CD's versus faster yields in this plan. **Mr. Nelson moved that we implement this (Wells Fargo Stagecoach Sweep Repurchase Agreement) account now, and review and move the CD accounts by December, but to consider the CD rates. He stated the end of July balances being \$117,000 in FCCU CD's, \$46,000 in Wells Fargo Checking, and \$124,000 in Wells Fargo Savings, as current amounts being considered for consolidation into the new account. Mr. Boyd seconded. All voted in favor, motion carried.** Mr. Bittner was thanked by the Chairman for coming as he left the meeting.

- f. **Proposed 2008 Budget-** Ms. Eckman and Mr. Boyd presented the 2008 budget review and comparison to 2007. Ms. Parisien complimented them for their hard work and hours spent preparing the budget, and that it was appreciated. Mr. Boyd suggested strongly that the planning and budget committee implement a 3 year minimum long range planning strategy, and set realistic goals based on the overall picture. He stated that the current budget was based on the predictable and short term needs of the airport, but that there would be some aspects that would not be predictable and would have to be reassessed as we go along. Ms. Parisien said that the 2008 overall budget and bottom line looked much better than the 2007 budget. **Mr. Nelson moved to accept the budget as presented, Mr. Bingham seconded, and upon voting all ayes, motion carried.**

## 7. PROJECTS

- a. **2006 projects-** Mr. Aldinger mentioned that they were still working on the radio interference in the ARFF bay which would be addressed by having the ballasts changed. Also the cell phone/ pager program by Jamestown Communication was still to be installed. He brought to the board's attention that there was \$1000.00 shortage on the Wick Construction final payment and that the airport had received reimbursement for it from the FAA, and that it was just a matter of readjusting the paperwork to correct that mistake and asked that a payment be sent to Wick. **Mr. Nelson so moved to pay Wick the \$100.00, Ms. Parisien seconded, all voted aye, motion carried.**
- b. **2007 projects**
- i. **Taxiway "A" Extension-** Mr. Aldinger started by stating the environmental assessment was still being reviewed by the FAA, as well as the mitigation plan was approved by ND Fish and Wildlife, but needed another approval besides their office, and as soon as these were completed, Border States could start the project. He said with the late approvals we would not likely get the taxiway project done this year. He stated the good thing was that Border States did not show any discouragement over the delay and would not hold us to the sixty day price bid on the awarded project contract. He said FAA grant funding for the actual project would not be received until the above mentioned approvals are in place.
  - ii. **Overall Terminal Area Plan.-** (stated that we are holding).
  - iii. **Wetland Reclamation-** Mr. Aldinger gave a price estimate of 2.8 million in response to a request submitted by Ms. Eckman to look at cost of totally filling all areas of the airport wetland. He stated the difficulty was to fill these areas without running the water into new areas, and creating new problems. He felt preliminary surveying was necessary, while pumping, draining, removal of muck, as well as adding appropriate amounts of fill were options that were to be considered in finding the correct solution. He stated these processes, as well as Interstate's engineering fees were included in the estimate. His plan outlined a process of removing the muck and filling with gravel, and providing drainage for the problem areas, there being nine total, but only 2 or three that were significant in size, however would need 308 thousand cubic yards of fill, plus topsoil would be needed. The other (cheaper) option was by providing inlet drainage at an approx. cost of 1.4 million. This process would help eliminate the water accumulation into the problem areas and would include some muck removal and filling. He stated that the CIP (capitol improvement plan) would change and should be considered in the equation, while mentioning also that the

environmental assessment would be good for three years after it takes effect in 2008.

- iv. **FedEx Aircraft Tie-Downs-** Mr. Aldinger addressed the three proposed tie-downs ( 9 holes) and stated that with estimated construction cost's of \$7000.00, design costs of \$6840.20 and construction engineering costs of \$6020.21 (a total of \$19860.41), he could try to add it to the taxiway project grant, and save some of the overall costs by doing so, but would not want to submit it as an amendment until the project actually began. However that if it was treated as a separate project it would have to be prepaid by the Airport, would have to meet all FAA standards and would be more costly in the long haul, due to doing an elaborate process for a small dollar item. He stated that they could do it as a matched receipt as has been done in the past and charge only actual cost. Ms. Eckman stated that FedEx hoped to have the contract to rent Mr. Richardson's hanger within three days. She sated they are intending to start their operations whether we had the tie-downs complete or not. **Mr Nelson moved to proceed with a motion to install the three tie downs of nine positions, after the contract is signed. He stated that we would leave it to Interstate's discretion of which way to proceed with reimbursement of the costs. Mr. Bingham seconded the motion, all voted, all ayes, motion carried.**
  - v. **2008 Project- EAPC Eng.** –Mr. Klingenberg passed out two options/views of a new terminal concept, and expressed his opinion that # 2 proposal was more desirable due to it had more class, compared to option #1 which in his opinion looked like any old home style of a building. He said # 2 option would eliminate any conflicts over replacing the roof. He stated that he told them to not proceed past this without us having received funding to pay them. Mr. Boyd asserted it should include a jetway plan as well. Mr. Klingenberg stated there is a ramp infringement line that might interfere, and might alter the basic extension on the north side of the terminal. He said he would confer to the engineers that we like the # 2 concept.
8. **PORTFOLIO ASSIGNMENTS-** Ms. Parisien requested to postpone. She stated she would try to have a rough draft ready for approval at the next airport authority meeting.
9. **MESABA AVIATION, INC**
- a. **End of Month Report**
    - i. **Passenger counts**– Ms Eckman reported that Mesaba boarding's were increased this month and there seems to be a boost in passengers over the last two months. (Last month there were 157 on, and 136 off.)
  - a. **Jets for Jamestown update-** Mr. Boyd stated that he was still actively seeking support from NW for a future non stop jet flight, and that the previously planned meeting with NW officials was canceled, prompting efforts to find a compatible meeting date. He stated that the terms he is seeking include a non- stop flight to Minneapolis, competitive rates, and guaranteed seating aboard all flights for Jamestown passengers. He said that another purpose is to use EAS money to help reach the goal of jets. He said that some of the NW people are cooperative and some not so cooperative, but that we are getting lots of support as well from the governor, and the senators to make the Northwest meeting happen. Ms. Wiederrich brought up a point that with the pilot shortage that it could affect matters, and Mr. Boyd replied that some of it was at end of the month when it was overtime related issues with the pilots.
10. **LEASES**
- a. **NORTHWEST Airlines** – Ms. Eckman showed the board a copy of the 2005 (unsigned) brought up that the new lease should be adjusted for terminal rent rates. She stated that Devils lake had run into the same circumstances, and had raised the rates to \$18.00 per sq. ft, and that since ours was only 1.74 per sq. ft, she proposed to increase the amount to the rate of \$5.00 per sq. ft (monthly) was in order for negotiating the new lease, and to have that pro- rated annually per the CPI index % (about 3%) . Ms. Parisien asked if the non-signatory fee was still to apply. Ms. Eckman said yes, and verified that Mesaba had

been paying some of their bills to date. She remarked that the negotiation was predominantly with Northwest officials for the new lease that would begin Oct. 1. **Mr. Boyd so moved to accept the adjustment and terms, Mr. Nelson seconded, all voted and the motion carried.** Ms. Eckman also asked for a motion to accept negotiations of new terms regarding the hours of operations in the new contract with Northwest. Ms. Eckman also stated she was working on a 50 page lease with GSA for TSA office space and that there had been no price discussion as yet.

- b. Summit Lease (added to the agenda)** Mr. Nelson asked that the ground space leased to summit and subsequently leased to First Class, be addressed so that it was separated and pertinent to the current situation. Mr. Merrick said that he would write a letter to the effect to the parties involved that adjustments to the lease needed to take place.

**11. EQUIPMENT AND OTHER EXPENDITURES**

- a. Batwing mower-** Ms. Eckman mentioned this piece of equipment needed work done on it, and she didn't have a price, but someone was supposed to come out and look at it. She stated there was approx \$1200 set aside for repairs to it. Also she asked for approval to send the Bowmonk braking meter out for recalibration in time to use it this winter at about \$450.00. **Mr. Nelson moved to accept the expense, Mr. Todd seconded, all voted, all said aye, motion carried**

**12. PERSONNEL/POLICY**

- a. New Hire/ARFF-** Ms. Eckman commented that the new employee hired on the 30<sup>th</sup> of last month will be a great asset with a two year degree in fire science. She presented the need to send the new hire to ARFF school and that Helena was the only one that would work in the time frame needed. She stated it was the \$875.00 mentioned earlier with the indebtedness report. Additional cost were to be about 1240 dollars. (Grand total of about \$2145.00. for travel room and board and hotel) and she stated that we had money in the budget for this, as well as it being reimbursed through the Dept. of Homeland Security. She also stated that upcoming disaster drill costs were estimated at \$500.00, and that a disaster planning booklet also was to cost about \$200.00 (using marketing money) and to be distributed by the Chamber of Commerce to new residents, etc. Mr. Klingenberg stated that some of the dates about the airports history were incorrect, and he wanted it changed, but Ms. Eckman replied that we don't have the money to redo the whole history of the airport. **Mr. Nelson moved to approve \$200.00 for the printing of the pamphlet. Mr. Bingham seconded the motion, all voted, all said aye, motion carried. Mr. Nelson also moved to approve the \$875.00 for ARFF plus the \$1240.00 for the travel expense, subject to the conditions for repayment. Mr. Bingham seconded, all voted all said Aye. Motion carried. Ms. Parisien then moved to approve the \$475.00 for the disaster drill expense, Mr. Boyd seconded, all voted aye, motion carried.**
- b. Adobe 8 Pro-** Ms. Eckman asked for approval to purchase this software program at \$450.00 for the purpose of converting meeting files and other documents. **Ms. Parisien moved to approve, and Mr. Boyd seconded, whereas all voted yes, and motion carried.**
- c. Adjustments –**Ms. Eckman stated that with Jon Anderson leaving that Michael Jones was covering some of the flights and she recommended an adjustment to Michael Jones pay for doing the ARRF duties, above administrative pay scale and the employment handbook states pay should be according to the higher scale for those hours worked and she recommended he be paid at \$11.00 for those hours worked in ARFF. **Mr. Nelson moved to accept this adjustment, Mr. Bingham seconded, all voted aye, motion carried.**
- d. Board Policy Manual Committee-** Mr. Nelson stated that he was still looking at this and how to proceed. Ms. Parisien said she was working on the Board policy manual portion of this endeavor.

13. **CIVIL AIR PATROL**– Ms. Eckman brought attention to the letter submitted by Ms. Nyberg, and the intent of establishing a wing at the Jamestown Airport. She said Mrs. Nyberg apologized for not attending the meeting. She had been given a tour, and she had requested to use the old manager’s office. The Board discussed the request to rent the old managers office as presented by Ms. Eckman with the stipulation of a monthly lease/rental of that portion of the building and suggesting that exercises be carried out if possible in the overflow parking area in front of the new ARFF building. Mr. Eckman said that with First Class Aviation having the first option to purchase that building, Mrs. Nyberg knew she would have to negotiate with them for continued or future use when that happens. **Mr. Nelson made a motion to enter into an agreement with CAP for \$10.00 a month, with a stipulation any improvements they want are at their expense, Mr. Boyd seconded, and with all voting aye, motion carried.** Mr. Nelson mentioned that the airport authority was asked to also help support their organization, but that he did not feel that we could do that. It was conceded that a sign would be acceptable.
14. **UPCOMING AIRPORT EVENTS –**
- a. **Emergency Disaster Drill-** Mr. Klingenberg suggested that everyone come out for that at 6 pm on Aug 13.
  - b. **Airport Certification Inspection-** Ms. Eckman explained there was a FAA part 139 certification inspection requirement due, and that the inspector would be here Aug 20-22. She mentioned that we had a few prior letters of correction, one of them being for wildlife protection, and those were being worked on.
  - c. **Roughrider Air Rally – Sept 1-2 -** Mr. Klingenberg said that they fly a designated course from Minot, and air rally people would be on the ground to record the time they arrive. This would be happening Labor Day weekend. Mr. Nelson stated that he and Mr. Todd would be helping with that event.
15. **OTHER ITEMS:**
- a. Mr. Nelson asked if we had had any response on the Drag racing event, and general discussion occurred that stated the Race was a success. It was commented that there were fewer overall people, that there were 140 cars involved on Saturday, but more on Sunday.
  - b. Mr. Nelson remarked that the fuel sign on Taxiway Alpha’s directional arrow needed to be removed by replacing that portion of the sign panel that pointed toward Al Lamp’s hanger. Ms. Eckman mentioned that it was quite expensive to replace the panels, but that it could be done, and that it had to be done correctly to satisfy the FAA.
16. **MEETING ADJOURNED AT 7:35 pm**

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**Johnny Klingenberg**  
**Chairman**  
**Jamestown Regional Airport Authority**

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**Jennifer Eckman A.A.E.**  
**Airport Manager**  
**Jamestown Regional Airport Authority**

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
September 12, 2007**

**Today's meeting was called to order at 6:00 pm and adjourned at 8:05 PM.**

1. **ROLL CALL** Members Present: Chairman Johnny Klingenberg, Dennis Nelson, Jim Boyd, Kelani Parisien, Art Todd III, Craig Neys, Tom Merrick, Atty., Jennifer Eckman (Airport Manager), Michael Jones (Administrative Assistant) Absent: Merle Bingham Visitors: Jon Cave, Kevin Hermanson (First Class Aviation), Ben Meier (Jamestown Aviation), Keith Norman (Jamestown Sun), Steve Aldinger (Interstate Engineering), Adam Kilzer (Goodrich), Steve Vivian (Civil Air Patrol)
2. **Hearings from the Audience** – Mr. Klingenberg presented Ms. Eckman with her Accredited Airport Executive Plaque. Also, Mr. Nelson introduced Mr. Steve Vivian of the Civil Air Patrol to the airport board.
3. **Notification of Conflict of Interest:** No conflicts mentioned.
4. **REVIEW & APPROVE REGULAR MEETING MINUTES OF August 8, 2007** - A motion was made by Mr. Nelson to accept and approve the August 8, 2007 board minutes, Mr. Boyd seconded, all voted aye, motion carried.
5. **FISCAL REPORTS**
  - a. **Review and approve the Indebtedness Report** – after review, Mr. Nelson moved to accept page 6, 6-A & 7 as reported of the indebtedness report, Mr. Todd seconded, voted, all ayes, and carried.
  - b. **Financial information as of August 31, 2006 & 2007**
  - c. **Accounts receivable** – Mr. Nelson asked if we had received payment from Mr. Mutschler and Ms Eckman answered no, but we were sending out a letter to him as well as to Mesaba this week saying pay their bill or it will send it to collections. She also mentioned that the Jamestown Drag Race Association & First Class Aviation had paid their dues/rent just prior to the meeting. That Mr. Christianson had planned to be here tonight to present the check for entrance fees, but was not there. She mentioned as well the Bemidji account was 4 cents off and Mr. Klingenberg suggested we write the amount off rather than assess interest on it.
  - d. **Budget vs. Actual 2007** -Ms. Eckman brought it to the boards attention that Jan-Aug & entire year, Jan- Dec was included in the budget reports. She said we have earned almost all of our operating income for the year.
6. **Projects**
  - a. **2006 projects** - Mr. Aldinger mentioned ARFF building, and that we should have the electrical ballasts changed soon to eliminate radio interference, that Mr Curtis would do the work.
  - b. **2007 projects**
    - i. **TXWY 'A' extension** – Mr. Aldinger stated that we were awarded the AIP 025 grant for the taxiway extension on Aug. 22 and there is a pre-construction meeting this following Monday. He stated we are waiting for the second environmental plan approval as well as that the previous mitigation land selection has been turned down by Fish and Wildlife officials and was deemed not eligible for mitigation, and consequently (Interstate) was in negotiation with another firm to acquire wetland acreage that has already been approved and would keep the airport posted on that process of acquisition of approximately 3 acres to satisfy the Taxiway 'A' land mitigation project. He requested approval to go ahead with that process and to approve purchasing up to five acres at \$4500.00 per acre. Mr. Merrick stated that the old contract with D-Lodge area would be termed as null and void. **Mr. Todd motioned to approve this request as stated to purchase up to five acres at a maximum \$5,500.00 per acre, Mr.**

**Nelson seconded, all voted aye, and motion carried.** Mr. Aldinger stressed that if we can't get the approvals and get this project off the ground, then it would default to July 15 next year for project start up, so he felt we had to start now, but he had talked to Border States and they were hoping to still get the whole project done this year.

- ii. **Terminal Area Plan** – Mr. Boyd asked when the terminal area plan would be completed and Mr. Aldinger stated the layout plan was being done now; that a traffic report will be done by next month. Mr. Boyd remarked it was imperative that it needed to combine with and include the growth studies for future projected air travel, and not just based on current activities.
- iii. **East GA tie-downs-** Mr. Aldinger mentioned that that Corporate Air in conjunction with FedEx was working with them for the installation of 3 tie-downs at the same rating strength as the old ones but in a new configuration to accommodate their (Caravans). Ms. Eckman stated that Corporate Air had requested the Airport to pay for the cost of this project at about \$9,000.00. Mr. Nelson and Mr. Merrick replied this was already approved for payment at a previous meeting so no action was taken. Ms. Eckman added that she was requesting funding for this project through JSDC. Mr. Aldinger stated he has the safety plan ready for this project, and that it would take 2 days to install the tie-downs, and 7 days to cure.

**c. 2008 Projects**

- d. **DHS Grant** – Ms. Eckman stated that compliance with the NIMS program was overdue since last year and completion of these requirements by all airport employees was required of this grant. She asked that anyone that has not taken the required courses to contact her in order to do so as soon as possible, that she was trying to find out at what level the board members need to be trained. She said this training was also being supported by Jerry Berquist at the Stutsman County Emergency Services. Additionally, she stated she was starting the process of applying for a small grant in which she could obtain new projector equipment to supplement the training program for the airport. She also gave an overview of an emergency handbook project being worked on by the Emergency services, which she was involved in.
- e. **SCASD Grant & Marketing-**Ms Eckman stated that our airport's portion of this grant was mostly used up, and requested that the board consider and approve to expend marketing funds through our regular airport budget. Mr. Boyd was concerned that marketing funds might be needed later in the year, and if it would be wise to hold it for later. It was decided in general consent of the board that more funds could be allocated later, and **Mr. Nelson moved to approve the request to use the existing funds as requested, Mr. Todd seconded, all voted aye, and motion carried.**

- 7. **Essential Air Service** – Mr. Boyd mentioned that with the way our requests for flight changes were overlooked by the EAS, they had reconsidered, and were giving us another shot at negotiations with both EAS and Northwest. He said basically the same people at Northwest that 'Jets for Jamestown' committee had dealt with were involved with us in this matter. He stated that a circle flight including Devils Lake is on the table with an arrival in to MSP at 6 PM. He said we are presenting local corporate support letters from the three biggest aviation users and that more letters would be solicited to support our position. He stated a Goodrich letter written by Mr. Halfacre said they would add 700 additional passengers if an early morning direct flight to MSP was implemented; that Jamestown International Travel stated in another letter that if this direct route is implemented they would add 1600 additional passengers, based on the dependability of Northwest Airlines. He said that we would be adding more letters to support the message of growth to air travel at Jamestown. He stated he feels we will get enough support to see this through and that the non-stop flight will make a lot of people happy, both corporate and private and the travel industry. He soberly stated if we cannot meet these goals, making these strategies a reality soon, we stand to loose up to \$400,000 in subsidies by a decline in passenger numbers. He optimistically presented that

some things we are doing are working and believes we are totally doing the right thing in working for the Devils Lake link strategy. Ms. Eckman spoke about the entitlement money and that 2,500 was the minimum number before losing funding. Mr. Klingenberg remarked that the FAA has assured us that changes could be made later to any agreement and scheduling as long as it stays within the scope of funding. Mr. Boyd replied true, but signing off on it would capitulate to them in the wrong direction of our destination. Ms. Parisien then voiced her concerns that we not upset Northwest with our position of being unhappy with what they are offering. Mr. Boyd replied, no we are not getting a lot of attention and have significant disappointment but if we can get the numbers up it would get their attention and said we have to stand our ground as political involvement will keep NW at the negotiating table. He said with the EAS subsidies they receive, they will have to keep talking to us and bit by bit we will gain on the situation even though it's a hard fought battle. He said we will take what we can get as long as it ends up with a direct flight, because that is the bottom line of what will keep the airport and travel industry in Jamestown alive. Mr. Klingenberg remarked that Devils Lake was really behind us in reaching the same conclusions, and it appears their efforts will compliment ours. He also stated that Northwest was losing passengers overall and that there is a shift in passenger choice of airlines, but Mr. Boyd said as of today, we can't ignore that there is only one airlines operating in North Dakota. Mr. Klingenberg summed it up with that we have 2 years of the EAS contract to get it together and to make things better.

8. **Mesaba** -Ms. Eckman stated that the passenger boarding numbers were increased from last month 6 or 7 %.
9. **Leases**
  - a. **Northwest Airlines Terminal Lease-** Ms. Eckman presented that Northwest requests to include all of its affiliates and subsidiaries in the new lease She said Mr. Merrick and she had discussed minor issues including hours of operations and proximity of snow removal operations. She asked for board approval to make the adjustment and to approve the lease. **Ms. Parisien motioned to approve the adjustment and accept the lease for Northwest Lease/Operations, Mr. Nelson seconded, all voted, and motion carried.**
  - b. **Hermanson & Cave Lease-** Ms. Eckman stated there is two different leases, one the assignment of the real estate lease between Mr. Cave, Mr. Hermanson, the airport, and Bank Forward. The other is the airport lease and operating agreement of the property building C and D, which is the red hanger. Mr. Merrick stated the first agreement is a default protection for the banks interest in the property and the ability for them to act if necessary. **Mr Nelson moved to approve, Mr. Boyd seconded, all voted aye, motion carried.**
10. **Equipment & Maintenance**
  - a. **GMC pickup and Oshkosh Sweeper Repairs** – Mr. Todd presented that the airport sweeper had significant mechanical repair needs and brought to the board's attention about how previously the priority had shifted from buying a new sweeper. Now there was power steering, transmission, blower controls and other problems that need immediate and major attention that required an estimated \$8,000 or more to fix. He said the bottom line fix it. We can't use it as it is. He was hoping the parts could be found, but asked that the board approve this expenditure. He said that we cannot get in a bind of not providing services to the airlines. Mr. Nelson brought up that a new sweeper truck was in the neighborhood of \$300,000.00 and our portion would be at least \$15,000.00, so he felt spending a small amount now to repair the old one was justified in light of this. Ms. Eckman stated our portion would be only ½ of the \$15,000.00 but that it would take almost a year to acquire any funding so it was out of the question for now. Mr. Todd then brought up the need for a new runway and maintenance vehicle and discussed the serious need to look at leasing or buying, getting numbers together as fast as possible so that we can go ahead with it. He stated we spent at least a thousand dollars a year in maintenance on the old one and had spent \$6,000.00 in 2006 alone. He stated we need to buy a new vehicle to replace it. Previously, Mr. Klingenberg brought up the worst case scenario of loss of a piece of equipment and us being stuck with nothing to operate to keep the

runway in compliance to the FAA regulations. They both objectively agreed that we need reliability. Mr. Nelson lobbied in favor of vehicle functionality over ascetics. He said he favored a stripped down basic vehicle that could simply plow. Ms. Eckman replied that that was fine but that we have had a need for crew cab due to ARFF emergency requirements to get firefighters out to the runway in an emergency situation. They discussed back and forth the purpose of the airport pickup and the proper use of the various vehicles and small versus large plow being used on the ramps. Ms. Eckman stated that switching from one vehicle to the other when called out in the evenings and nights was not realistic. Mr. Nelson said he thought we had a back-up sweeper. He said in his opinion we ultimately need a back-up for other pieces of equipment on the airport as well. He stated he remembered we had that program in place in the past to accomplish this. Ms. Parisien asked how many miles were logged on the pickup, and Ms. Eckman said that the odometer could not give us that information due to it had been broken since it was purchased. She gave an estimate based on long fuel usage and other facts of daily usage. Mr. Klingenberg asked that we defer the pickup decisions, and Mr. Todd said ok. **Mr. Nelson motioned to do the repairs on the Oshkosh Sweeper, including all the broken functions to bring it up to speed including power steering, blower motor, and transmission.** Ms. Parisien followed with a comment also mentioned from the audience that it would come out cheaper to get a new runway sweeper with the assistance from the FAA and State. But that was considered by the board in several voices speaking together to be long term, and not achievable on short notice. Mr. Nelson held his ground in stating the sweeper was worth fixing, and that it would add resale value. **Mr. Todd seconded the motion. All voted, all said aye, motioned carried.**

- b. **Tires for GMC Jimmy (SUV) – Mr Nelson moved to approve new tires as requested for the Jimmy, Ms. Parisien seconded, all voted ayes and motion carried.**
- c. **Office File Cabinets-** Ms. Eckman stated the Airport was running out of file space, and that we had \$700.00 in the office equipment budget and asked for approval to purchase a new lateral file cabinet, with an upper shelf unit for binders. **Mr. Nelson made the motion to purchase the cabinets, Ms. Parisien seconded, all voted, all said aye, motion carried.**

11. **Personnel**

- a. **Winter contract-** Ms. Eckman asked the board to approve her hiring three part-time personnel for the purpose of being on call for snow removal. She also asked to contract the front terminal parking lot snow removal out to M& M construction. Mr. Nelson stated in agreement that he felt it would relieve conflict that was caused in prior years between runway and customer parking priorities. **Mr. Nelson then moved to approve at \$150.00 a month a contract with M&M Landscaping, to do the parking lot cleaning and to approve the hiring of three additional standby operators as requested for a period of 6-7 months this winter. Mr. Todd seconded, all voted aye, and the motion carried**

12. **Policy**

- a. **Airport Certification -**Ms. Eckman mentioned the recent Part 139 certification inspection. The airport was written up in a letter of correction for drivers training deficiencies. Additionally, the FBO's fuel vehicle maintenance, and labeling was written up. Ms. Parisien asked were we open for fines whereas Mr. Nelson said he couldn't remember us ever being fined. Ms. Eckman stated that if found negligent in following FAR's the airport could be fined. She stated she has given the FBO's notice of the deficiencies, and with an Oct 31 deadline to comply. Also Ms. Eckman said she is working with the ND Fish and Wildlife on an airport environmental plan which was due in June. She has received an extension for submitting it to the FAA
- b. **Policy manual –** Mr. Nelson stated he was not presenting anything and Ms. Parisien said that she has outlines for portfolio policy drafted and asked for contribution from anyone who has items to include or ideas. She said she wants it to be simple and as brief as possible, so that a new board member could easily adapt to their position. She was asked

to have it in a binder form with removable pages and she stated her intention was to do so.

13. **NIMS** – Ms. Eckman stated she felt this was already adequately discussed earlier in the meeting.
14. **Upcoming Airport Events**
  - a. **Airport Security Inspection** – Ms. Eckman stated the security inspection was postponed from Sept. 11 and she hoped they would keep the schedule this time on September 26.
15. **OTHER ITEMS** – Ms Eckman stated that Vorland’s was going to come out and do a cost analysis on the old shop building. Mr. Klingenberg expressed concern that the vice-chairman was not here to attend the meeting and that he had taken a position in a distant city. He felt someone needed to contact him to find out his intentions for remaining on the board. Ms. Parisien said that as long as he had property he could stay on the board. Mr. Boyd asked that the board appoint a long range strategic planning committee right away to supervise airport’s future. **(MR. BOYD, MS. ECKMAN, MS. PARI SIEN, AND MR. TODD WERE APPOINTED TO COMPRI SE THE REQUESTED JAMESTOWN REGIONAL AIRPORT AUTHORITY STRATEGIC PLANNING COMMITTEE BY GENERAL CONSENSUS OF THE BOARD, AND BY APPOINTMENT OF THE CHAIRMAN)** Mr. Cave from First Class Aviation was given the opportunity to discuss that they have charter service available through Fargo Jet Center, as well as Aberdeen Flying Service to any destination.
16. **MEETING ADJOURNED AT 8:05 pm**

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**Johnny Klingenberg**  
Chairman  
Jamestown Municipal Airport Authority

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**Jennifer K. Eckman**  
Manager  
Jamestown Regional Airport

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
October 10, 2007**

Today's meeting was called to order at 6:00 pm and adjourned at 7:32 PM.

1. **ROLL CALL** -**Members Present:** Chairman Johnny Klingenberg, Merle Bingham, Dennis Nelson, Jim Boyd, Art Todd III, Tom Merrick, Atty., Jennifer Eckman (Airport Manager), Michael Jones (Administrative Assistant) **Members Absent:** Kelani Parisien, Craig Neys. **Visitors:** Jon Cave, Kevin Hermanson (First Class Aviation), Keith Norman (Jamestown Sun), Steve Aldinger, Andy Boomgaarden (Interstate Engineering), Glenn Christianson (Jamestown Drag Racing Association)
2. **Hearings from the Audience**
3. **Notification of Conflict of Interest**- Mr. Nelson asked if being retired from Farmers Union would interfere with him talking about other insurance programs at the Airport. Mr. Merrick said that it was not a concern.
4. **Vice Chairmanship**: Mr. Bingham stated that he was resigning from his position with the board due to relocating elsewhere and that the board would need to fill his position. Mr. Boyd was subsequently appointed to finish the current vice chairman term by Chairman Klingenberg and received unanimous approval by the board members who were present
5. **REVIEW & APPROVE REGULAR MEETING MINUTES OF September 12, 2007** - A motion was made by Mr. Nelson to accept and approve the August 8, 2007 board minutes; Mr. Todd seconded; all voted aye, motion carried.
6. **FISCAL REPORTS**
  - a. **Review and approve the Indebtedness Report** Mr. Boyd moved to accept page 6, 6-A & 7 as reported of the indebtedness report, Mr. Bingham seconded; voted; all said aye; and carried.
  - b. **Financial Information as of September 30, 2006 & 2007** No discussion was held.
  - c. **Accounts Receivable** – Ms. Eckman advised that TSA unpaid LEO's had been resubmitted to Mr. Missel's office. We have received notice of approval for one of them at least to be paid and she expected the other two months approval as well. She mentioned that she had been in discussions with Mr. Mutschlers' attorney and his bills should be paid by November 1 through estate proceedings.
  - d. **Budget vs. Actual 2007** - Mr. Boyd stated that we want to keep working to match the numbers on individual budget items.
7. **Projects**
  - a. **2006 projects** - Mr. Aldinger mentioned Mr. Curtis would still complete the work on the ARFF building light ballasts. He added that he felt we would have to submit a letter to Wick construction due to unsatisfactory overhead door performance in the ARFF building.
  - b. **2007 projects**
    - i. **TXWY 'A' extension** – Mr. Aldinger said they were still in the process of acquiring the necessary land bank for wildlife mitigation with Elmer Hillsland out of Grand Forks. Hillsland seemed to be working a lot better than the previous arrangements. But because of the late start the work would be postponed except the crack sealing until July 15 of next year.
    - ii. **Crack Sealing** - Mr. Aldinger said he didn't know yet if all the crack sealing would be completed this year, but not a big deal if not, since it would allow for a later sign off date on completion which would be in the airport's favor. Mr. Boomgaarden is overseeing the activities.
    - iii. **Terminal Area Plan** – Mr. Klingenberg overviewed the concept for the terminal building remodel, and said we are still working on the funding for this, however on the subject of Jetways, he felt that so far no affordable or feasible Jetway product has been located within our projected budget but that it was all

subject to funding. Mr. Aldinger updated the board that the 2007 terminal project plan with EAPC only included the planning and research process and that 2008 project goals were to solidify and activate the construction process, all depending on funding approvals. It was discussed and tentatively agreed that Interstate and representatives from the board would meet with EAPC as the next step to finalize proposals. Moneys for this would be sought through entitlement money and through discretionary funds. Mr. Aldinger gave a report on the parking lot bore- testing, and that traffic studies and other data was still being collected, but basically there was 9 inches of asphalt over a clay base with no sign of water so that it would simply require a sub base and new asphalt.

- c. **2008 Projects** - Mr. Klingenberg mentioned there was an estimated \$150,000.00 planning amount for 2008.
  - d. **FedEx** -Ms.Eckman mentioned the smaller grant to pay for the FedEx tiedowns, with them currently operating on the airport. Mr. Aldinger stated that this project had turned out well, and expected no complaints on the weight/ strength capacity of the tie-downs. Mr. Nelson commented that he had received word of a leaning light standard next to FedEx's hanger and possible damage to the ramp around it and asked if Mr. Aldinger would look at it soon.
  - e. **DHS Grant** -
    - i. Ms. Eckman said we are purchasing a projector and screens though this grant money.
8. **Essential Air Service** -Mr. Boyd handed out a Mesaba Flight forecast chart which spelt out newly expected boardings based on a non-stop flight to Minneapolis. It showed that over the last 21 months 62 % of total passengers flew on the early morning flight and if we had a non-stop NWA flight we would add an additional 316 passengers per month which would boost average monthly boarding's to 499 passengers. He stated that NWA officials had counter proposed our request with offering us an afternoon direct flight and in his opinion this made no sense. Part of the difficulty presented by NWA was they would have to pull a plane from somewhere else and they felt they couldn't do it at the present time to increased cost, however Mr. Boyd feels that the letters of support from the travel agents and local businesses will continue to have a great affect upon our pursuit. for this to happen. Mr. Todd spoke that he had heard Great Lakes Aviation was pulling out of Aberdeen and this might adversely affect Jamestown making the situation of available seats worse than before. The counter plan, Mr. Boyd proposes, is to keep the three principle organizations informed have face to face meetings, as well as more passenger studies.
9. **Mesaba** - Ms. Eckman reviewed the monthly count charts from Mesaba and pointed out that the monthly count logs may have questions of accuracy but we were informed that the corporate reports were considered more accurate according to the local Mesaba manager.
10. **Leases** -
- a. **South Central Regional Council Lease** - Mr. Merrick said this was basically the same agreement as was drafted to protect the bank on First Class Aviation's assets and would be considered a second interest protection agreement giving SCRC an interest in case of default due to their providing funds to First Class Aviation. **Mr. Nelson motioned to approve this agreement for signature, Mr. Bingham seconded, all voted aye, and the motion carried.**
  - b. **First Class Aviation-** Mr. Cave asked to rent out the north side of the old airport shop to house the Fed-Ex de-icing equipment and mentioned that it would be at their disposal to use airport wide. Ms. Eckman asked who would be responsible for the utilities. The board decided that the airport would unless the utilities get out of hand at that time the contract would be looked at for renegotiation. **Mr. Bingham motioned to rent the bifold and old ARFF stall to First Class Aviation for \$100 per month on a month- to-month basis. Mr. Nelson seconded. All voted and motion carried.**
11. **Personnel**

- a. **ARFF** – Ms. Eckman stated that two ARFF personnel had turned in resignations one for family reasons and the other is relocating. A meeting is planned between Mr. Nelson, Mr. Gray, and Mr. Klingenberg.
  - b. **Administrative Assistant** – Ms. Eckman stated that the administrative assistant was leaving and that she has received one application to fill this position. **Mr. Bingham made a motion to commend Mr. Jones for doing a good job and working hard at the Jamestown Airport. Mr. Todd seconded, all voted aye. Motion carried.**
12. **Policy**
- a. **Board Portfolio** – deferred to next meeting
  - b. **Policy manual** – Mr. Nelson called the Aberdeen Airport and was expecting a call back with information on airport policy manuals.
13. **NIMS** – Ms. Eckman mentioned FEMA and grants reminded that we need to get all of our board members up to date on the required two courses necessary for airport certification and DHS Grants.
14. **Upcoming Airport Events**
- a. **FAA- ADO meeting** – October 30-31, 2007 Ms. Eckman said anyone that plans to attend should let her know by Friday October 12<sup>th</sup>. It will be held at the Bismarck -Mandan Seven Seas.
  - b. **125<sup>th</sup> Celebration- Air Show Kick-Off** – June 28 to July 5, 2008
15. **OTHER ITEMS** –
- a. **Insurance Liability** – Mr. Nelson said he received information about a discount on insurance for the airport. Ms. Eckman informed the board that the discount was only available if the airport employed AAEE accredited members. Mr. Bingham said that it was good to carry on with the research to see if the discount would be substantial enough to consider changing coverage.
  - b. **Strategic Planning Committee** –Mr. Boyd said this committee has met three times and that it will continue to meet and plan for the future.
  - c. **Leaks in Old Managers Office** – **Mr. Todd moved at Mr. Nelson’s request to authorize up to \$1000.00 for a gutter to be installed on the old manager’s office roof. Mr. Bingham seconded, all voted Aye, motion carried.**
16. **MEETING ADJOURNED AT 7:32 PM**

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**Johnny Klingenberg**  
**Chairman**  
**Jamestown Municipal Airport Authority**

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**Jennifer K. Eckman, AAE**  
**Manager**  
**Jamestown Regional Airport**

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN REGIONAL AIRPORT AUTHORITY  
November 14, 2007**

1. **Roll Call**- Members Present: Chairman Johnny Klingenberg, Dennis Nelson, Jim Boyd, Art Todd III (via phone), Kelani Parisien, Craig Neys, Tom Merrick, Atty., Jennifer Eckman (Airport Manager), Maureen Linn (Administrative Assistant).  
Visitors:  
Kevin Hermanson (First Class Aviation), Keith Norman (Jamestown Sun), Steve Aldinger (Interstate Engineering), Mark Holzer, Gary Ness (North Dakota Aeronautics Commission), Adam Kilzer.
  2. **Hearings from the Audience** – Ms. Eckman stated that Mr. Todd requested to add equipment bat wing mower and broom truck to the agenda.
  3. **Notification of Conflict of Interest** – No conflicts noted.
  4. **Distribution of previous Vice-Chairman’s Portfolio** – Mr. Klingenberg passed out the portfolio presentation schedule. No action was taken to redistribute the portfolios.
  5. **Review & Approve the Regular Meeting Minutes of October 10, 2007** – **Motion made by Mr. Boyd to approve the October 10, 2007 board minutes; Mr. Neys seconded; all voted aye, motioned carried.**
  6. **Fiscal Reports**
    - a. **Review & Approve the Indebtedness Report** – **Motion made by Mr. Boyd to accept and approve the indebtedness report, Ms. Parisien seconded; all voted aye, motion carried.**
    - b. **Financial Information as of October 31, 2006 & 2007** No discussion was held.
    - c. **Accounts Receivable** – Ms. Eckman noted that some of the receivables had been paid at the beginning of November and weren’t reflected on the report.
    - d. **Budget vs. Actual 2007** – Ms. Eckman stated we are well ahead of budget.
- Note: Agenda Item 11 a and 11b were discussed at this time.**
7. **Projects** – Mr. Holzer recommended to the board to put off the building of the terminal until 2009 and work on shoulder rehab and painting of the shoulder rehab.
    - a. 2006 projects – Doors and Lights – Mr. Aldinger reported on the plan to fix the problem with the ARFF overhead doors.
      - i. SCASD Grant
    - b. 2007 projects
      - ii. Taxiway “A” Extension, Crack Sealing, Terminal Area Plan- Mr. Aldinger recommended a temporary fix using oil and paint on runway 4-22.
      - iii. Tie-Downs
    - c. 2008 Projects – **Motion was made by Mr. Boyd to use apportionment money for a temporary fix using oil and paint on runway 4-22. Mr. Nelson seconded; all voted aye, motion carried.**
  8. **Mesaba**
    - a. Passenger Boarding /End of Month Report- No action was taken.

## **9. Leases and other Legal Documents**

- a. SW ½ of Building O –Month-to-Month lease with 1<sup>st</sup> Class Aviation – **Motion made by Ms. Parisien; Mr. Nelson seconded; all voted aye, motioned carried.**
- b. LOA with Jamestown Area Ambulance – **A motion was made by Ms. Parisien; seconded by Mr. Nelson; all voted aye, motion carried.**
- c. Mutchler Aviation –Ms. Eckman stated that Mr. Mutschler’s lease will expire in December 2007, negotiate new lease with the trust fund. Mr. Mutschler is putting this property into a trust. The board was requested to approve the transfer of ownership. **Motion was made by Mr. Nelson; Mr. Boyd seconded; all voted aye, motioned carried.**

## **10. Personnel**

- a. H.R. Committee ( Mr. Todd, Mr.Boyd, Mr. Klingenberg, Ms. Eckman) are in the process of reviewing the policy and procedure manual.
- b. Training Request- Ms. Eckman requested that the EMT training for Mr. Martinez be paid for by the airport. \$720.00 is the amount. **Mr. Nelson made a motion to pay for the training with a 1 year pay back. Mr. Boyd seconded; all voted aye, motion carried.**
- c. Administrative Assistant – Ms. Eckman introduced Maureen Linn to the board. Ms. Linn looks forward to working with the board.
- d. Retirement – Ms. Eckman stated that Frank Hassler has retired from the maintenance department after 10 years of dedicated service. Instead of a party, she purchased an engraved tool set which was given to him instead.
- e. ADO Meeting Report – Ms. Eckman handed out a written overview of the conference, she also highlighted what she learned to improve the overall quality and compliance of the airport.
- f. NIMS – Training will be held in the boardroom on Tuesday, November 20, 2007. (2 Sessions: 8 am and 1 pm) Ms. Linn will attend the 8 am session; Mr Boyd, Mr. Nelson and Mr. Neys will attend the 1 pm session.
- g. Performance Appraisals-Ms. Eckman stated that these will be done during the Month of December 2007 and her recommendations will be given to the board during the December meeting.

## **11. Policy**

- a. Strategic Planning Committee Report – Mr. Boyd (handout) – Mr. Boyd highlighted the report for the board members. A special meeting before the December board meeting will be held to go through the report. Mr. Boyd hopes to have the completed report at the December board meeting.
- b. Portfolio Presentation – Ms. Parisien (handout) –Ms. Parisien discussed the inventory record keeping with the board and capital improvement programs.
- c. Policy Manual – Mr. Nelson/Ms. Parisien – Mr. Nelson passed out a potential table of contents for the policy manual. He is still waiting on information from other airports.

**12. Upcoming Airport Events**

- a. NIMS Training – November 20, 2007 (2 Sessions: 8:00 am & 1:00 pm)  
RSVP by November 16, 2007
- b. 125<sup>th</sup> Celebration- Air show Kick-Off- June 28-July 5, 2008- The Airport will be in charge of the first day festivities. Elvis was an act mentioned to appear.

**13. Miscellaneous**

- a. Mower repairs needed are a gear box and repair to the frame in the right corner section. **A motion was made by Mr. Nelson; Mr. Todd seconded; all voted aye, motion carried.**
- b. Boom truck repairs needed are wiper blades and brakes. **A motion was made by Mr. Nelson; Mr. Todd seconded; all voted aye, motion carried.**

**14. MEETING ADJOURNED AT 8:35 PM**

**Jamestown Regional Airport Authority**  
**Special Meeting Minutes**  
December 4, 2007

1. **Roll Call:** Johnny Klingenberg, Jim Boyd, Kelani Parisien, Dennis Nelson, Art Todd III, Jim Dodd, Jennifer Eckman (Manager), Maureen Linn (Administrative Assistant).
2. **Notification of Conflict of Interest** – No action taken.
3. **Long Range Strategic Plan for the Jamestown Regional Airport** : Committee members Art Todd III, Jim Boyd, Kelani Parisien and Jennifer Eckman. Mr. Nelson asked about vision and industrial park. Ms. Parisien proposed removal of “safe and secure” from mission statement. Mr. Todd suggested safe and secure move to before facility on the mission statement. Mr. Nelson recommended “needs” be removed from the mission statement and be replaced with expectations. Mr. Boyd read through the strengths. Mr. Dodd asked about hierarchical, suggested outstanding rather than good. Ms. Parisien suggested “strong” rather than outstanding. Mr. Boyd read through the weaknesses. Mr. Klingenberg comments on frequently to be changed to recent board turnover. Ms. Linn asked about employment expansion. Mr. Todd suggested access to training opportunities for employee satisfaction. Mr. Nelson commented that pilots are impressed by the image of the airport. Mr. Klingenberg recommended improving the external appearance for the inbound public. Mr. Boyd read the opportunity and threats. He also presented selected strategies such as a project leader and hopes to start after the 1<sup>st</sup> of the year. Ms. Parisien mentioned the chamber has customer service training which can be offered. Mr. Klingenberg mentioned help is needed for the 125<sup>th</sup> Anniversary Committee. Mr. Dodd mentioned additional strengths at the airport being free parking and de-icing capabilities. He also mentioned one weakness in being a lack of a restaurant at the airport.
4. **Board Adjourned at 1:19 pm**

**Jamestown Regional Airport Authority**  
**Regular Meeting Minutes**  
December 12, 2007  
**6 pm – 7:58 pm**

**1. Roll Call:** Members Present: Chairman Johnny Klingenberg, Jim Boyd, Art Todd III, Jim Dodd, Kelani Parisien, Craig Neys, Dennis Nelson, Thomas Merrick Atty, Jennifer Eckman (Manager), Maureen Linn (Administrative Assistant)

Visitors: Steve Aldinger (Interstate Engineering), Jonathon Cave and Kevin Hermanson (First Class Aviation), Keith Norman (Jamestown Sun), Ray Martinez and Adam Kilzer.

**2. Hearings from the Audience:** No hearings noted.

**3. Notification of Conflict of Interest:** No conflicts noted.

**4. Review & Approve the Regular Meeting Minutes of November 14, 2007:** Motion made by Mr. Nelson to approve the November 14, 2007 board minutes; Mr. Boyd seconded; all voted aye, motion carried.

**5. Review & Approve Special Meeting Minutes of December 4, 2007:** Motion made by Mr. Nelson to approve the December 4, 2007 special meeting minutes; Mr. Todd seconded; all voted aye, motion carried.

**6. Fiscal Reports**

a. **Review & Approve the Indebtedness Report:** Ms. Eckman provided the additional sheet to the indebtedness report. **Motion made by Mr. Nelson to accept and approve the indebtedness report; Mr. Boyd seconded; all voted aye, motion carried.**

b. **Financial Information as of November 30, 2006 & 2007:** No discussion was held.

c. **Accounts Receivable** : No discussion was held.

d. **Budget vs. Actual 2007:** No discussion was held.

e. **Review of the 2008 Budget:** No discussion was held.

**7. Projects**

a. 2006 – SCASD Grant

b. 2007 – Txy A/Wetlands

DHS Grant: Ms. Eckman presented the board with the 2007 DHS grant. **Ms. Parisien made a motion to approve the grant; Mr. Todd seconded; all voted aye, motioned carried.**

c. 2008 – Runway shoulders

Mr Aldinger gave the board an update on the projects. In 2008 the second phase of the terminal will begin. Also the wetlands project will continue. In 2009 the runway project will be completed all done in turf. Discretionary funds will be used to complete this project. **Motion was made by Mr. Todd to approve the contract between JRAA and IE for Phase II terminal plan and wetland mitigation; Mr. Neys seconded; all voted aye, motion carried.**

**8. Mesaba**

a. Passenger Boarding / End of Month Report: Ms. Eckman stated that the report was not accurately done last month however, the boardings did seem to be up for the month of November.

9. **Human Resources:**

- a. Christmas Party and Employee Bonuses: Ms. Eckman stated that the Christmas be held at the Lantern room on Wednesday December 19<sup>th</sup> at 6:30 pm. **Mr. Nelson made a motion to continue the Buffalo Bucks certificates for the Employee bonuses, \$100 per employee, \$400.00 total; Mr. Neys seconded; all voted aye, motion carried.**
  - b. **Annual Reviews:** Ms. Eckman presented a synopsis of each employee's review and her recommendation for payroll and status adjustments to the board.
  - c. **Payroll and Benefit Adjustments:** Ms. Parisien made a motion to increase Mr. Martinez's salary per Ms. Eckman's recommendation; Mr. Boyd seconded; six ayes and 1 nay (Mr. Nelson), motion carried. Mr. Nelson made a motion to make Ms. Linn a full time employee with benefits in 2008; Mr. Todd seconded; all voted aye, motion carried. Mr. Boyd made a motion to increase Ms. Eckman's salary 5.5% in 2008; Mr. Todd seconded; all voted aye, motion carried.
  - d. **New Hire:** Ms. Eckman stated that Justin Hatch would be starting December 17, 2007 as the Operations and Maintenance Manager of the Jamestown Regional Airport.
  - e. **Review of Employee Handbook:** Mr. Klingenberg delayed the review until the January meeting. Ms. Eckman also stated that the employee handbook was last updated in March 2006.
10. **Review & Approve Strategic Plan:** Mr. Boyd reviewed the mission statement and vision statement with the board. **Mr. Boyd made a motion to approve the strategic plan; Mr. Nelson seconded; all voted aye, motioned carried.**
11. **Building N and O Sale:**
- a. Lease: Mr Nelson said he was in discussions regarding the lease of building O at approximately \$200 /month plus utilities. Mr. Aldinger reminded the board that the building must be sold or leased at fair market value per FAA Grant Assurances.
  - b. Sale: **Mr. Boyd made a motion to sell or lease the buildings N and O; Ms. Parisien seconded; all voted aye, motion carried.**
12. **Equipment:**
- a. **Repairs & Replacements:** Mr. Todd stated that most of the equipment is in working order. **Mr. Todd made a motion to lease a Pickup with Plow for 48 months at \$800.00 per month.** (Mr. Nelson does not feel leasing a vehicle is justified); **Mr. Boyd seconded; 6 ayes, 1 nay (Mr. Nelson) motion carried.**
  - b. **Inventory program:** Ms. Eckman stated that she can get an Access program for \$229.00 per computer with \$109.00 per year upgrade. It would be used on 4 computers at the airport. **Mr. Dodd made a motion to purchase the program but not to exceed \$800.00 for all four computers; Nelson seconded; all voted aye, motion carried.**

**13. Other Business:**

- a. Mr Klingenberg stated that the board picture would be taken at the next meeting on January 9, 2008.
- b. He also reminded the board that a meeting would be held on Tuesday, December 13, 2007 for the 125<sup>th</sup> Celebration. All help will be greatly appreciated.
- c. **A motion was made by Ms. Parisien to have Mr. Klingenberg send a letter to the City for the renaming of 13<sup>th</sup> Street Northeast to Rick Hieb Boulevard; Mr. Nelson seconded; all aye, motion carried.**

**14. Meeting adjourned at 7:58 pm**

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**Johnny Klingenberg**  
Chairman  
Jamestown Regional Airport Authority

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**Jennifer K. Eckman, A.A.E.**  
Manager  
Jamestown Regional Airport