

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN MUNICIPAL AIRPORT AUTHORITY  
January 11, 2006**

Today's meeting was called to order at 12:00 pm and adjourned at 1:30 pm.

1. **ROLL CALL:**

Chairman Kadrmas, Vice Chairman Klingenberg, Mr. Nelson, Mr. Merrick, Mr. Grabinger, Manager Eckman. ABSENT: Mr. Todd, Mr. Teller, Mr. Neys (arrived 12:35pm). VISITORS: Mr. Hassler and Mr. Anderson (Jamestown Regional Airport), Mr. Aldinger (Interstate Engineering, Inc.), Ms. Dunwoodie (Mesaba Aviation, Inc.)

2. **REVIEW & APPROVE REGULAR MEETING MINUTES OF DECEMBER 14, 2005:**

Mr. Nelson moved to approve the minutes with the following changes/corrections, Mr. Klingenberg seconded. **All members voted aye, motion carried.**

- a. on page 2, under the "overtime policy - monetary or time reimbursement" it should reflect that the board did discuss compensation for any time over 40 hours in a workweek. There was some discrepancy between exempt and non-exempt status for employees, as well as the number of hours needed prior to overtime becoming an issue. Further research is needed prior to discussing these issues at the February 2006 meeting.
- b. On page 1, under the "roll call" the individual who attended for Strata Corp. was Keith Wolter.

3. **REVIEW & APPROVE INDEBTEDNESS REPORT:**

Mr. Klingenberg moved to approve the indebtedness report (including page 9A) as presented, Mr. Nelson seconded. **All members voted aye, motion carried.**

- a. **Financial Information as of November 30, 2005 & 2004** - for review only, no further action taken. Mr. Nelson questioned the non-taxable disbursement under staffing. It is thought that this was moving expenses for Ms. Eckman.
- b. **Approval of the YE 12.31.04 Audit** - it is noted that no exceptions were presented by the auditing firm in terms of changes in procedures. Mr. Nelson moved to approve the audit as presented, Mr. Klingenberg seconded. **All members voted aye, motion carried.** Please refer to the actual audit on file in the airport administration office for more information.

4. **ACCOUNTS RECEIVABLE:**

Reviewed by the board. Chairman Kadrmas indicated that Summit Aviation, Inc.'s lease would be paid later today. Ms. Eckman stated that Goodrich paid their lease, and Mesaba paid their 1-30 days lease. There were questions as to the over 90 days past due amounts, that were answered by Ms. Eckman.

5. **BOARD ELECTIONS:**

a. **Portfolio Assignments**

b. **City & County Ad Hoc Members**

\*Chairman Kadrmas suggested deferring discussion on #5, 5a and 5b until the February 2006 meeting so that the full board was able to participate in the decisions. Mr. Merrick indicated that there needed to be a quorum for voting purposes, and stated that the individual nominated for a specific seat on the board could legally vote for him/her self. The only time a board member cannot vote is if there is an issue involving conflict of interest with the individual, before the board. The board agreed to wait until the February 2006 meeting to address the above items.

1. **City Council and County Commission Resolutions** - the board approved the resolutions for Regional Airport status to both the City and County at last month's meeting. Chairman Kadrmas delivered the resolution to the County Auditor. Per Chairman Kadrmas, there could be some issues with the County & City as to whether these resolutions are appropriate. Chairman Kadrmas was alerted that the Airport Authority was created to allow the airport to be its own entity and not under the City's authority. If the airport becomes a Regional Airport Authority, Chairman Kadrmas stated that there is a possibility (although further research would be required) that the airport authority could assign mill levies, versus requesting them from the County and the City. Mr. Klingenberg stated that in his conversation with the County Commission Chairman, that the County Commission was aware of the issue and no one had voiced any objection. Mr. Grabinger stated that according to \_\_\_\_\_ law Chapter 2-06-07 "General Powers of an Authority", it makes no difference whether the Airport Authority is municipal or regional as to their ability to issue mill levies. Both are allowed. Mr. Nelson stated that expanding the board to 7 members would demonstrate indirect benefits both ways in terms of communication, expertise of the members etc. The direct benefit would include tying the outlying communities in Stutsman County to the airport as a whole. Chairman Kadrmas indicated that appointed members of the board have a more vested interest in meeting attendance. Mr. Klingenberg stated that as the Airport Authority requests funds from both the County and the City, having appointed members on the board would allow a greater say in how those funds are utilized. Mr. Merrick indicated that a "joint powers agreement" would be needed between the City and County as to how many members who appoints,, and who is eligible to be considered for appointment. Mr. Grabinger indicated the importance of the entire airport authority board being in consensus about moving forward with these resolutions, prior to them being officially presented to the City Council and County Commission. Chairman Kadrmas stated that the reservations he had prior to today's

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meeting had been resolved. Mr. Grabinger requested that the Chairman of the Board be present when the resolutions are presented to the County Commission and City Council. Chairman Kadrmaz indicated that he would review with both Mr. Teller and Mr. Todd the board's discussion today, and gather their thoughts prior to the official presentations to both the City and County.

### 6. BUSINESS RENEWALS:

- a. **Accountant** - Mr. Nelson moved to approve the continuance of Mr. Rene's services, as long as Mr. Rene is agreeable, Mr. Klingenberg seconded. **All members voted aye, motion carried.**
- b. **Attorney** - Mr. Nelson moved to approve the continuance of Mr. Merrick's services, as long as Mr. Merrick is agreeable, Mr. Klingenberg seconded. **All members voted aye, motion carried.**
- c. **Auditor** - Mr. Nelson moved to approve the continuance of Schauer & Associates services, as long as Schauer & Associates is agreeable, Mr. Klingenberg seconded. **All members voted aye, motion carried.**

### 7. INTERSTATE ENGINEERING, INC.:

- a. **2005 Projects** - the Progressive Estimates for both contractors along with the Interstate Engineering bill were approved with this month's indebtedness report, and the reimbursement request was signed by Ms. Eckman. A semi-final inspection was completed for the electrical portion of the project. Mr. Aldinger stated that this inspection went fairly well and that there are a couple of minor issues left to address. As a result, \$5,000 in retainage is being held until the final inspection of Strata Corp. is satisfactorily completed. Strata Corp. was able to correct a lighting issue last week in a timely manner. Northstar Materials also has a \$5,000 retainage being held until the final inspection is satisfactorily completed. Last month the "liquidated damages committee" met with Northstar Materials personnel. The gate by Summit Aviation, Inc. was moved and therefore presented electrical difficulties totaling \$6,500.00. The committee recommended to Northstar that if they didn't charge the \$6,500 in project costs, that the committee would not assess any liquidated damages. Northstar Materials agreed to this and will send Mr. Aldinger proof of the agreement in writing. The gate issue won't be able to be resolved until the storm sewer issue is addressed in the spring. Northstar Materials will be required to have a superintendent on hand at all times while the perimeter fencing is being remedied.
- b. **2006 Projects** - Mr. Merrick has an updated plat on one of the properties that has a signed agreement. Once this is recorded, the actual land purchase agreement will be drawn up. These can't be signed until the grant is awarded. The other landowners have agreed on the squaring off of the land. Mr. Aldinger

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is waiting for the official signatures on agreements at this time. If these all come in, this issue will be further addressed at the February 2006 meeting. The EA's for the taxiway and fencing are still being reviewed. Hopefully the taxiway EA will be completed by Monday of next week. Both are being worked on as quickly as possible. Mr. Schuck wants projects ready to bid by the March 2006 meeting. Once the plans and specifications are approved, grant approval from the FAA will be needed. The SRE/ARFF building continues to be discussed with the FAA and NDAC personnel. Questions regarding funding and grant awards were answered by Mr. Aldinger.

### 8. MESABA AVIATION, INC.:

a. **End of the Month Report** - enplanement numbers are up compared to this time in 2004 and deplanement numbers are down compared to this time in 2004. There were 3-4 cancelled flights in December due to weather or lack of available pilots.

Ms. Eckman has received many positive comments regarding the current schedule.

Ms. Eckman and Ms. Dunwoodie are investigating a scheduling issue that was reviewed. Ms. Eckman stated that she has not received a signed lease agreement from Mesaba yet. Chairman Kadrmas stated that in order to maintain commercial airport status, the airport needs to maintain just over 200 passenger enplanements per month.

b. **Weekly RAP Up** - Ms. Eckman stated that the federal government continues to pursue the possibility of downsizing or eliminating the EAS service to this area. This information was presented to the board as a way to stay informed of this situation.

### 9. AIRCRAFT REFURBISHERS - PAINT & UPHOLSTERY SHOP:

For the board's information, a local businessman approached Ms. Eckman about the possibility of establishing an aircraft refurbishment business. He is looking to buy the former manager's office for office space and Mr. Meier's hangar for the shop space. Ms. Eckman wanted the board's direction regarding a possible appraisal. It is noted that any purchase of the old manager's office would be contingent on the building of the SRE/ARFF building.

### 10. PITNEY BOWES LEASE:

The possibility of leasing a postage meter was discussed. Mr. Merrick stated that his office recently switched to another postage meter company and suggested that Ms. Kadrmas research that particular company also for a cost comparison. Mr. Nelson suggested the possibility of a postage scale and different stamp amounts. This issue will be revisited after further research is completed.

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**11. JAMESTOWN SUN SOURCE BOOK:**

The airport has contributed to this source book in the past. The past advertisement was reviewed and Chairman Kadrmas indicated that there is money in the advertising budget for this expense. Mr. Nelson moved to approve this expense of \$275.00, Mr. Klingenberg seconded. **All members voted aye, motion carried.**

**12. JAMESTOWN CHAMBER OF COMMERCE ANNUAL BANQUET:**

The airport has sent personnel to attend this function in the past. This year the banquet will be held on 1.26.06. Tickets are \$25.00 each. Mr. Nelson suggested purchasing a ticket for both the Manager and Chairman of the Board to attend, Mr. Klingenberg seconded. **All members voted aye, motion carried.**

**13. THANK YOU NOTES:**

Mr. Hassler and Ms. Kadrmas forwarded thank you notes for the Christmas gifts they received from the Board. These were reviewed with no additional action taken.

**14. ANY ADDITIONAL BUSINESS:**

**a. Overtime Policy** - Ms. Eckman stated that all full time employees, with the exception of herself as an exempt employee, need to be compensated 1.5 hours for every overtime hour worked. The board needs to decide if they wish to compensate in time or money, or leave it to the Manager's discretion. Ms. Eckman recommends that the policy be open for 2006 as there were no funds budgeted for paying overtime in 2006. She stated that time could be given for overtime hours in 2006 and the board could revisit the policy again prior to approving the 2007 budget. Mr. Nelson moved to approve that the manager have the discretion as to whether the employee has overtime hours compensated in money or time, that the policy be retroactive to 1.1.2005, and that the policy be rewritten clearly in the updated employee handbook, Mr. Klingenberg seconded. **All members voted aye, motion carried.** It is noted by Mr. Nelson that the 30-day use policy is restrictive. Mr. Anderson stated that it would be very difficult for him to use his comp time within 30 days due to ARFF responsibilities.

**b. Employee Handbook** - discussion is deferred until the February 2006 meeting.

**c. Credit Card Issue** - Chairman Kadrmas stated that Ms. Kadrmas' research favors having the airport's credit cards through First Community Credit Union (FCCU). The advantages to this include: 1) not having to open another checking account at FCCU, 2) no annual fee, 3) no monthly fee, 4) no usage requirement, 5) we already have membership status, 6) paying all four cards with one check versus four. Ms. Eckman agrees with this suggestion and would recommend discontinuing the Wells Fargo credit cards once the FCCU cards are activated. Mr. Nelson suggested that there not be the availability of cash advances on any of the four credit cards.

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- d. **Mr. Jonathan Anderson Pay Scale** – following the research on overtime pay etc. done by Ms. Eckman, she indicated that he needs to be paid an additional \$.375/hour in order to have him qualify for salary versus hourly wages and to compensate him in time versus money. At his current pay scale, Mr. Anderson would have to be paid for his comp time, instead of receiving time. Chairman Kadrmas stated that the overtime pay Mr. Anderson would receive is almost exactly equal to the amount he would be paid by raising his hourly wage. Mr. Nelson stated that Mr. Anderson would not qualify as a salaried employee given his job description under FLSA. Ms. Eckman stated that Mr. Anderson would be a “salaried employee/non-exempt” for this situation. Mr. Nelson cautioned against calling an hourly employee a salaried employee based on job description and FLSA guidelines. This will be need to further researched for compliance. Mr. Nelson moved to increase Mr. Anderson's pay by \$.375/hour effective 1.1.06, Mr. Klingenberg seconded. **All members voted aye, motion carried.**
- e. **On Call Hours** – Ms. Eckman recommended that the on call policy be that of the City, where for every weekend and holiday on call, the employee would receive 1.5 hours of comp time and no comp time for weekday call. Mr. Nelson disagreed strongly with this policy. He stated that the laws indicate if the employee is working “on site” they are paid. If they are not on site, but making themselves available, no payment is required. Mr. Grabinger and Mr. Merrick suggested talking to the Dept. of Labor for clarification before proceeding further.
- f. **Expense Issues** – Mr. Nelson asked that the board consider the following expense issues 1) having either a Christmas dinner/gathering OR employee gift certificates/bonuses but not both and 2) no direct or indirect compensation for the consumption of alcohol. It is recommended that this policy be more specifically addressed in the Employee Handbook.

**Michael A. Kadrmas**  
**Chairman**  
**Jamestown Municipal Airport Authority**

**Stephanie K. Kadrmas**  
**Administrative Assistant**  
**Jamestown Regional Airport**

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN MUNICIPAL AIRPORT AUTHORITY  
February 8, 2006**

Today's meeting was called to order at 11:58 am and adjourned at 12:48 pm.

1. **ROLL CALL:**

Chairman Kadrmas, Vice Chairman Klingenberg, Mr. Nelson, Mr. Teller, Mr. Todd, Mr. Merrick, Mr. Grabinger, and Manager Eckman. ABSENT: Mr. Neys. VISITORS: Mr. Hassler and Mr. Anderson (Jamestown Regional Airport), Mr. Aldinger (Interstate Engineering, Inc.), Mr. Christianson (Jamestown Drag Racing Association)

2. **REVIEW & APPROVE REGULAR MEETING MINUTES OF JANUARY 11, 2006:**

Mr. Nelson moved to approve the minutes with the following changes: On page 2, #5b1 should read, "...according to *State* law Chapter..." Mr. Grabinger also clarified that this same law does not allow an airport authority board, regardless of whether it is a regional or municipal board, the right to issue its own mill levies. Mr. Klingenberg seconded the motion. **All members voted aye, motion carried.**

3. **REVIEW & APPROVE INDEBTEDNESS REPORT:**

Mr. Nelson moved to approve the indebtedness report as presented, including page 9A, Mr. Todd seconded. It is noted that there are no Progressive Estimates this month. **All members voted aye, motion carried.**

a. **Financial Information as of December 31, 2005 & 2004** - for the board's review, no further action taken. Mr. Merrick questioned why "land" is listed twice for the airport's Property and Equipment on page 12. Ms. Eckman will inquire about this issue.

**\*the board members were reminded to return any copies of the 2004 audit report to Ms. Eckman's office.**

4. **ACCOUNTS RECEIVABLE:**

The board reviewed this report, no further action taken.

5. **BOARD ELECTIONS:**

Mr. Nelson moved to appoint Mr. Klingenberg as Chairman and Mr. Teller as Vice Chairman, Mr. Todd seconded. Both Mr. Klingenberg and Mr. Teller accepted these appointments. **All members voted aye, motion carried.**

a. **Portfolio Assignments** - Ms. Eckman requested that a "Human Resources Portfolio" be added to the board's responsibilities. Ms. Eckman outlined the duties associated with this. Please reference the updated Employee Handbook for additional information. Mr. Klingenberg moved to include the "Human Resources Portfolio" to the Chairman's Portfolio effective immediately, Mr. Nelson seconded. **All members voted aye, motion carried.** Mr. Nelson moved to establish a "Human Resources Committee" to include the Board Chairman, the airport manager and the airport attorney, Mr. Todd seconded. **All members**

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voted aye, motion carried. Mr. Klingenberg will assume the Chairman's portfolio, Mr. Teller will assume the Vice Chairman's portfolio and Mr. Kadrmaz will assume the portfolio most recently held by Mr. Teller.

- b. **City and County Representatives** - Mr. Grabinger and Mr. Neys remain the City and County representatives respectively. This may change should the joint power agreement be entered in to for a regional airport authority. Mr. Klingenberg indicated that the County Attorney will be the County's representative, Mr. Merrick will the Airport's representative and Mr. Dalsted will the City's representative during the joint powers agreement negotiations. The Airport Authority Board requested that the Chairman of the Board also be present during the joint power agreement negotiations.
  - c. **Manager's Annual Review due on or before 2.21.06** - Mr. Klingenberg will be responsible for coordinating this review.
6. **MESABA AVIATION, INC.:**
- a. **End of the Month Report** - enplanement numbers are down. There is no comparison to January of 2005 at this time.
  - b. **YTD Boardings Comparison of Commercial Service Airports** - these comparisons do not include 12/05 numbers. With 12/05 numbers and taking in to account the airport was closed for 18 days this summer, the numbers are close to or over the 2500 needed for commercial status. The letter to the editor in today's paper was discussed. More advertising is in place to bring attention to the airport's services.
7. **INTERSTATE ENGINEERING, INC.:**
- a. **2005 Projects** - Mr. Aldinger reported that Mr. Merrick was given the next signed agreement for the land purchase. There are two remaining agreements that require signatures. Mr. Aldinger does not see a problem obtaining either of these signatures. The remaining issues on the 2005 projects are on hold until the spring.
  - b. **2006 Projects** - Mr. Aldinger reported that the perimeter fence, taxiway A extension, the ARFF/SRE building and land purchase. The FAA and NDAC are aware of the project schedule. Mr. Aldinger stated that "two rounds of monies" are available for these projects. The first round is ready at this time, and the FAA would like the project bid as soon as possible so that the money may be disbursed. Projects slated for this first round money are 1) the ARFF/SRE building and 2) the perimeter fence. Mr. Aldinger stated that he had been waiting for the FAA to indicate how much money was available for the ARFF/SRE building so that the design could be completed. This information was obtained yesterday. The perimeter fence cannot be bid until the categorical exclusion (EA) is completed. The designs, specs and plans for the perimeter fence are completed. The plan is to approve the plans and specs at the April 12,



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2006 meeting of the Airport Authority Board. However, given the time condition from the FAA, should the plans and specs for all three projects be completed earlier, Mr. Aldinger may request a special meeting of the Airport Authority Board to approve said plans and specs. The money for the taxiway A extension won't be available until the "second round" of funding is released in mid to late June of 2006. The EA on this project has still not been approved by the FAA. Mr. Aldinger broke down the funding for these projects as: 1) perimeter fence - \$910,000.00 of discretionary money, 2) land purchase - 70,000.00 of discretionary money, and 3) ARFF/SRE building (built with steel) - \$80,000.00 of entitlement money, **\$508,000.00** of apportionment money and \$377,000.00 of discretionary money. This constitutes 95% of the funding. The ARFF/SRE building can cost \$1 million, 15 thousand dollars. The taxiway A extension includes \$200,000.00 of apportionment money, \$600,000.00 of discretionary money. This constitutes 95% of the funding, meaning the total project cost can be roughly \$860,000.00. Mr. Aldinger indicated that all of this funding should be sufficient to complete these projects. Ms. Eckman stated that the board members had received "drafts" of two different sized ARFF/SRE buildings for review. The current drawing includes parking the SRE closer together, and leaving room for building additions in the future if needed. The size of the building is currently 90' x 100'. The remaining dirt from the runway project will be used in this year's project and the rest will have to be contracted to be removed. The City may be interested in the unused portion of the dirt.

8. **NDIRF CHANGE:**

For the board's review, no further action taken.

9. **JAMESTOWN DRAG RACING ASSOCIATION-GLENN CHRISTIANSON:**

Mr. Christianson requested the use of the airport's crosswind runway for drag races this summer. The dates are still up in the air depending on the completion of this year's projects on the airport. Past drag races at the airport have been successful. The airport earned roughly \$1.00 per spectator during the last race. Mr. Christianson feels this summer's race will be well attended because other airports in the state have not all been granted FAA approval to host an event. Mr. Nelson moved to allow the use of airport property for a drag racing event, subject to coordination with Ms. Eckman, Mr. Teller seconded. **All members voted aye, motion carried.**

10. **AAAE CONFERENCE:**

Scheduled April 23-26, 2006 in San Diego, CA. Ms. Eckman is requesting authorization to attend. This conference is open to airport managers across the country and offers CE. The anticipated cost for attending is approximately

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\$2,300.00 (includes travel, hotel, registration etc). Mr. Nelson moved to approve the cost for Ms. Eckman to attend this conference, Mr. Todd seconded. **All members voted aye, motion carried.**

### 11. MARCH MEETING DATE CHANGE:

Ms. Eckman asked to move the date to 3.15.06 as the scheduled 3.8.06 date conflicts with the Upper Midwest Aviation Symposium. The board was in agreement with this. The meeting will still be held at noon.

### 12. CIRCUS ADVERTISING:

Ms. Eckman indicated that she approved \$65.00 for this advertisement. The board has authorized this in the past. She wanted them to be aware of it due to the conflict of interest with Mr. Klingenberg representing the Shriners.

### 13. ANY ADDITIONAL ISSUES:

- a. **Employee Handbook -discussion** - the board will be given copies for review by the early part of next week and Ms. Eckman asked that these be returned with comments no later than 3.1.06. It is hoped that during the 3.15.06 meeting the new handbook can be officially approved. A copy of the current handbook will also be included for comparison.
- b. **Thank You Note from A. Aziz** - for the board's review. No further action taken. The possibility of another intern in the future was discussed. Ms. Eckman recommends doing this again should funding become available through the NDAC.
- c. **Snow Symposium** - the total cost for F. Hassler to attend this symposium is \$1,700.00. Ms. Eckman wanted the board to be aware of this. There was no monetary rate associated with the previous motion to allow F. Hassler to attend.
- d. **Upper Midwest Aviation Symposium** - will be held March 5-7, 2006 in Bismarck. Ms. Eckman stated that should any of the board members wish to attend, she has more information available.
- e. **Regional Airport Authority Status** - during their 2.7.06 meeting, the county commission indicated their agreement to pursue entering in to a joint power agreement.
- f. **Non-taxable disbursement** - a question was raised regarding this during last month's meeting. Ms. Eckman indicated that the \$2,500.00 in question was for her moving expenses and the check was dated 2.9.05.
- g. **Credit Cards** - there is no way to not have cash advances on the new credit cards, per Ms. Eckman. However, the amount an individual could get in cash advance is equal only to the credit limit on the individual card. This activity would be readily apparent on the account statement as well, for internal tracking purposes.

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- h. Mr. Klingenberg thanked Mr. Kadrmas for his year of service as Chairman of the Board.

**Michael A. Kadrmas**  
**Chairman**  
**Jamestown Municipal Airport Authority**

**Stephanie K. Kadrmas**  
**Administrative Assistant**  
**Jamestown Regional Airport**

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN MUNICIPAL AIRPORT AUTHORITY  
March 15, 2006**

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

1. **ROLL CALL:**

Vice Chairman Teller, Mr. Nelson, Mr. Kadrmas, Mr. Merrick, Mr. Neys, Manager Eckman, Ms. Kadrmas. ABSENT: Chairman Klingenberg, Mr. Todd and Mr. Grabinger. VISITORS: Mr. Hassler and Mr. Anderson (Jamestown Regional Airport), Mr. Nygaard (JSDC), and Mr. Aldinger (Interstate Engineering, Inc.)

2. **REVIEW & APPROVE REGULAR MEETING MINUTES OF FEBRUARY 8, 2006:**

Mr. Kadrmas moved to approve the minutes, with the following change, Mr. Nelson seconded. On page 1 under "Roll Call" it should indicate that Mr. Neys arrived at the meeting at 12:35 pm. **All members voted aye, motion carried.**

3. **REVIEW & APPROVE INDEBTEDNESS REPORT:**

Mr. Nelson moved to approve the indebtedness report with the following changes, Mr. Kadrmas seconded. 1) On page 8, the bill for "Employer Compliance Service" totaling \$62.94 was voided per recommendation of Mr. Nelson. 2) On page 8A, the bill for "Jamestown C & F" was reduced by \$6.48 per recommendation of Mr. Nelson. **All members voted aye, motion carried.**

a. **Financial Information as of January 31, 2006 & 2005** - reviewed, no further action taken.

1. **Land - Property & Equipment Explanation** - Ms. Eckman stated that the reason "Land" is listed twice under "Property and Equipment" is for 1) the actual cost of the land and 2) the estimated appraised value of the land. This will be adjusted following the new federal government municipality regulations.

b. **Credit Card at FCCU (\$4,000 limit)** - This credit card is carried over from the prior account at FCCU and has not been used since the Wells Fargo cards were issued. Mr. Kadrmas moved to destroy this card in light of the new credit cards being processed for airport employees through FCCU, Mr. Nelson seconded. **All members voted aye, motion carried.**

4. **ACCOUNTS RECEIVABLE:**

This report was reviewed by the board with no further action taken. All questions regarding payment history were answered by Ms. Eckman. Mr. Kadrmas stated that during the closure of the airport in 2005, Summit Aviation, Inc. lost roughly \$60,000 in revenue and was the only business on the airfield that was 1) not able to conduct business and 2) was not paid to do business during the closure. He stated that even though the airport overall couldn't prove any liquidated damages as a result of the airport closure, Summit Aviation,

Inc. did lose the above mentioned revenue without the option of compensation. Mr. Kadrmas indicated that this bill would be paid in full in as timely a manner as possible. Mr. Kadrmas and Ms. Eckman will discuss a payment plan agreeable to both parties.

**5. INTERSTATE ENGINEERING, INC.:**

- a. **2005 Projects** - the plattes are being completed for the purchase of the land. Please see section 5d. for more information. Once the weather improves, the storm sewer work will begin again.
- b. **2006 Projects** - per Mr. Aldinger, the perimeter fence plans and specs are completed and ready for approval. These will be presented along with the ARFF building plans and specs at a later date, so that they can be bid at the same time on the same grant. Once these projects are bid, the grants will be awarded. The taxiway A extension grant won't be available until about June of 2006. The environmental assessment for this project is not yet completed, as the public hearing regarding this EA is scheduled for 4.3.06 at the airport. 30 days following this hearing the EA will be approved if there are no comments received from the public. The plans and specs for the taxiway A extension are near completion as well.
- c. **AIP Grant Assurances** - Ms. Eckman indicated that these FAA required assurances must be signed by the Chairman of the Board. The board members were given copies to review during a past meeting. Mr. Kadrmas moved to direct Chairman Klingenberg to sign the annual grant assurances, Mr. Nelson seconded. **All members voted aye, motion carried.**
- d. **RPZ Land Purchase** - all of the land owners signed the necessary documents for this purchase to take place. This project is now eligible for federal funding per Mr. Aldinger. The reimbursement request will be forwarded to the FAA later today. Mr. Kadrmas moved to enter in to the necessary land purchase agreements with the remaining 3 land owners for a total of \$1,600.00, Mr. Nelson seconded. **All members voted aye, motion carried.** The actual costs to purchase the land will not be eligible for reimbursement until a future grant is completed. Discussion regarding the wording of the land purchase agreements took place. Mr. Merrick will follow up on this and contact Ms. Eckman.
- e. **Asphalt/Concrete Repair** - Mr. Aldinger addressed issues related to moving asphalt and concrete around and near the T hangars, that is at times preventing personnel from accessing their aircraft. Once the weather improves, this issue will be more thoroughly addressed.

6. **MESABA AVIATION, INC.:**
  - a. **End of the Month Report** - reviewed by the board, no further action taken. Ms. Eckman stated that the number of passengers using the airline are improving.
  - b. **EAS & AIP 2007 Budget** - Ms. Eckman stated that the proposed EAS budget has decreased from \$110 million dollars in 2006 to \$50 million dollars in 2007. Additionally, certain airports would lose EAS funding completely, while other airports would have to pay 10% of the cost. For Jamestown, this would amount to \$130,000.00 annually for EAS service. The board members were encouraged to contact their respective Congressional personnel with comments. The proposed AIP budget for next year is 765 million dollars less than this year. Should this budget be approved, Jamestown will lose its \$150,000 entitlement funding along with the chance that the local share would increase to 10%.
  
7. **ARFF TRAINING/CHANGES:**

Two of the current ARFF volunteers are resigning from duty. Ms. Eckman is requesting approval to train another individual in order to continue to provide the necessary coverage. There are currently three individuals who are interested in obtaining this training. The costs to attend the Duluth, MN School have increased. Ms. Eckman will have more definitive numbers at the April meeting. There is enough money in the current budget for training purposes, and Ms. Eckman added that the current volunteers will be completing the live burn requirements in Fargo, ND thereby saving additional funds. The next available time slot in Duluth is May 22-26, 2006.
  
8. **POSTAGE METER:**

Ms. Eckman stated that Ms. Kadrmas recommended the board not invest in a postage meter at this time as there is not enough mail generated to justify the cost. The possibility of a postal scale was discussed instead for the unusually large mail items.
  
9. **NDIRF MEETING:**

The annual meeting is 5.18.06 in Bismarck, ND. Board members have not attended in the past.
  
10. **EMAIL UPDATES:**

The board was asked to update their email addresses on a submitted sheet.
  
11. **WELLS FARGO SIGNATURE CARD UPDATES:**

The current signature cards at Wells Fargo need to reflect that Mr. Kadrmas is being removed and Mr. Teller is being added based on the recent board

elections. Mr. Kadrmas moved to make this change, Mr. Nelson seconded. **All members voted aye, motion carried.**

12. **EMPLOYEE HANDBOOK APPROVAL:**

The updated employee handbook was reviewed. The board will submit their changes in writing and revisit this issue at a later date.

13. **ANY ADDITIONAL ISSUES:**

- a. **Toro Mower Repair** - the power take off mechanism is in need of repair, along with some hydraulic hoses. The estimate to complete these repairs is roughly \$600.00. Questions related to this repair were answered. Mr. Kadrmas moved to approve the necessary repairs to the Toro mower, Mr. Nelson seconded. **All members voted aye, motion carried.**
- b. **Summer Intern Placement** - Ms. Eckman reviewed the placement of an intern at the airport in 2005. She stated that should the airport wish to hire an intern for 2006, she will need to approval so that postings to UND and other aviation schools can be completed. The State of ND is still running the program to reimburse half the cost of an intern up to \$3,000 for those airports who have not yet utilized this funding. Jamestown has already been reimbursed the \$3,000.00. Ms. Eckman stated that the 2006 budget has \$3,000.00 set aside specifically for an intern. Mr. Nelson moved to approve the use of \$3,000 (based on an hourly wage) for the hiring and placement of a summer intern for 2006, Mr. Kadrmas seconded. **All members voted aye, motion carried.**
- c. **Small Community Air Service Grant** - Ms. Eckman is working with the JSDC on the completion of the application for this grant. The final application is due on 4.7.06. Mr. King had applied for a similar grant 2-3 years ago. If received, the grant will be utilized for commercial airline marketing purposes in both Devils Lake and Jamestown. Ms. Eckman stated that the local share of the funding does not have to be monetary, but can consist of "in kind" donations.
- d. **Upper Midwest Aviation Symposium** - Ms. Eckman reviewed her attendance at this symposium. The final report on the economic impact survey that was completed last summer, is due out later this month. Ms. Eckman will distribute this report to the board upon receipt.
- e. **Chairman's Portfolio** - Mr. Kadrmas stated that he reviewed the budget numbers (actual vs. budget) for 2005 and indicated that the airport's net operating income excluding the projects was roughly \$70,000 on the plus side. The budget for 2006 is largely based on 2005 numbers. Mr. Kadrmas stated that from a direct operating standpoint, the airport is operating in the black.

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- f. **Regional Status** - Mr. Merrick continues to work with the City and County attorneys on this issue.

**The Airport Authority elected to postpone the Executive Session until Chairman Klingenberg is available. The board agreed to hold a special meeting on March 22, 2006 at Noon to complete the airport manager's annual review.**

**George Teller  
Vice Chairman  
Jamestown Municipal Airport Authority**

**Stephanie K. Kadrmas  
Administrative Assistant  
Jamestown Regional Airport**



**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN MUNICIPAL AIRPORT AUTHORITY  
March 22, 2006**

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

1. **ROLL CALL:**  
Vice Chairman Teller, Mr. Kadrmas, Mr. Nelson, Mr. Merrick, Mr. Neys, Mr. Grabinger, Ms. Eckman. ABSENT: Chairman Klingenberg and Mr. Todd.
  
2. **EMPLOYEE PAY INCREASES:**  
Please reference below.
  
3. **EMPLOYEE HANDBOOK:**  
The changes that were indicated during prior meetings have been incorporated. Each change was reviewed in detail. Mr. Kadrmas moved to approve the Employee Handbook as presented (including a spelling correction on page 35 under "Residency Qualifications" H-O-W-E-R should be H-O-M-E-R), Mr. Nelson seconded. **All members voted aye, motion carried.**
  
4. **ANY ADDITIONAL ISSUES:**
  - a. **Interstate Engineering, Inc.** - Ms. Eckman stated that Interstate Engineering, Inc. has requested that a special meeting be held on April 28, 2006 at 3:00 pm in order to approve the final specifications and plans for the ARFF/SRE building. Interstate Engineering, Inc. has also requested an additional special meeting be held on May 26, 2006 at Noon to award the bid for the projects. The reason for the delay is that the FAA disallowed the amount of office space in the original ARFF/SRE building plans. Therefore the plans had to be redone. The FAA has since approved the updated plans.

The board adjourned to Executive Session at 12:12 pm in order to complete the Manager's Annual Review.

The board reconvened in Open Session at 1:13 pm.

2. **EMPLOYEE PAY INCREASES:**  
Mr. Kadrmas moved that following the Executive Session, the consensus of the board was to increase Ms. Eckman's annual salary to \$34,000.00, Mr. Nelson seconded. **All members voted aye, motion carried.** Mr. Teller was directed by the board to meet with Ms. Eckman to thoroughly review the comments made by the board regarding her annual review.

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The board adjourned from Open Session at 1:15 pm.

**George Teller**  
**Vice Chairman**  
**Jamestown Municipal Airport Authority**

**Stephanie K. Kadrmas**  
**Administrative Assistant**  
**Jamestown Regional Airport**

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN MUNICIPAL AIRPORT AUTHORITY  
April 12, 2006**

Today's meeting was called to order at 11:57 am and adjourned at 1:23 pm.

**\*NOTE: Chairman Klingenberg thanked the airport authority and staff for the flowers he received while recently hospitalized.**

1. **ROLL CALL:**  
Chairman Klingenberg, Vice Chairman Teller, Mr. Nelson, Mr. Kadrmas, Mr. Merrick, Mr. Neys, Mr. Grabinger, Manager Eckman. ABSENT: Mr. Todd.  
VISITORS: Mr. Aldinger (Interstate Engineering, Inc.), Mr. Lindberg (Northern Excavating), Ms. Kadrmas, Mr. Hassler & Mr. Anderson (Jamestown Regional Airport), Mr. Robertson, Mr. Berg & Mr. Chapin (9523<sup>rd</sup> Air Force Unit/125<sup>th</sup> Anniversary Committee), Mr. C. Bohl & Mr. B. Bohl (Bohl Brothers Ironworks).
2. **REVIEW & APPROVE REGULAR MEETING MINUTES OF MARCH 15, 2006:**  
Mr. Nelson moved to approve the minutes as written, with no changes or additions, Mr. Kadrmas seconded. **All members voted aye, motion carried.**
3. **REVIEW & APPROVE SPECIAL MEETING MINUTES OF MARCH 22, 2006:**  
Mr. Nelson moved to approve the minutes as written, with no changes or additions, Mr. Kadrmas seconded. **All members voted aye, motion carried.**
4. **REVIEW & APPROVE INDEBTEDNESS REPORT:**  
Mr. Nelson moved to approve the indebtedness as presented (including page 10A), Mr. Kadrmas seconded. **All members voted aye, motion carried.**
  - a. **Financial Information as of February 28, 2006 & 2005** - skipped over.
  - b. **Manager's Pay Increase Retroactive Approval** - Mr. Nelson moved to approve Ms. Eckman's pay increase to \$34,000.00 annually be retroactive to 3.1.06, Mr. Teller seconded. **All members voted aye, motion carried.**
5. **ACCOUNTS RECEIVABLE:**  
Reviewed. Please reference the email from Gary Ness (NDAC) for more information. This could impact the airport's airline tax revenue. Our financial information shows lack of payments from Mesaba. The paperwork for Mesaba's bankruptcy court hearing has been sent. Ms. Eckman will follow up with EAS personnel regarding whether Mesaba is receiving EAS funding and whether past due amounts for the airport should be paid utilizing these funds. Mr. Merrick suggested contacting the bankruptcy court in Minneapolis for a status update.
6. **INTERSTATE ENGINEERING, INC.:**
  - a. **2005 Projects** - Mr. Aldinger stated that the land owners have been paid their 10% for the land purchase in the RPZ. The airport will be reimbursed

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for this with the next grant. Following the completion of the legal paperwork, the land purchase project will be completed. Work will be starting on the storm sewer work soon. A change order was needed by Northstar for barricade placement in the amount of roughly \$3,000.00-\$5,000.00. Mr. Aldinger stated that this is a legitimate request and that there is enough money in the grant to cover it. The airport would be responsible for 2.5% of the total cost. Mr. Kadrmas approved the change order as presented by Mr. Aldinger, with a limit of \$5,000.00, Mr. Nelson seconded. **All members voted aye, motion carried.** Mr. Lindberg reported on the storm sewer work stating work would begin by Summit Aviation, Inc. on 4.17.06. All of the work on the storm sewers will be completed no later than 6.1.06. Mr. Aldinger stated that the opening in front of Summit Aviation, Inc.'s hangar will always be accessible for aircraft.

- b. **2006 Projects** - Mr. Aldinger stated that these include 1. ARFF/SRE building, 2. perimeter fence and 3. taxiway A extension. The final plans and specs for numbers 1 and 2 will be completed for the special meeting on 4.28.06, when the board will meet to approve them. Mr. Aldinger stated that he obtained written approval from the FAA on the plans for the ARFF building, after many alterations. Mr. Kadrmas stated that the final plans will meet the needs of the airport. Mr. Aldinger is going to wait to present the board with a supplemental agreement for engineering fees, until after the grant is applied for in order to know exactly the extra dollar amount requested. The taxiway A extension work cannot begin until after the EA is approved. The public hearing on the EA took place on 4.3.06, with no comments received. 30 days from the 4.3.06 date need to pass for additional comments to be received. If no comments are made, the EA will likely be approved, and the plans and specs should be able to be completed and approved at the 5.26.06 special meeting. The FAA stated that the funding for this project is only available this year, therefore everything possible will be done to get the project awarded and started. Mr. Aldinger stated that he and Ms. Eckman attended a meeting in Bismarck with the NDAC/FAA earlier this week. They reviewed the overall airport EA and CIP funding for the next 10 years. There is some discrepancy for CI Projects. Mr. Aldinger and Ms. Eckman will continue to review the possibilities.
- c. **Special Meeting April 28, 2006** - this is scheduled for 3:00 pm in order for the board to approve the final plans and specs for the ARFF/SRE building and the perimeter fence.
- d. **Special Meeting May 26, 2006** - the advertisement for bids will go out for the 2006 projects on 5.4.06. The bid opening is scheduled for 5.26.06 at 9:00 am and the board will have a special meeting to award the bids (contingent on receiving the grant) on 5.26.06 at noon.

7. MESABA AVIATION, INC.:

a. **End of the Month Report** - the numbers are up from the same time last year. Ms. Eckman provided the board with a first quarter boarding comparison for the state airports. Please see this handout for more information.

8. ARFF BAY EQUIPMENT & ARFF TRAINING:

Ms. Eckman handed out information on upcoming ARFF training costs. Please reference this handout for more information. Ms. Eckman noted that personnel will not be going to the Grand Forks Air Force Base for training, but instead will be driving to Fargo. The Duluth trip for 2 personnel involves the week long initial training. Ms. Eckman stated that theoretically the training costs will be reimbursed by Mesaba. Mr. Kadrmas moved to approve the training costs as outlined, Mr. Nelson seconded. **All members voted aye, motion carried.** Ms. Eckman stated that each ARFF helmet is in need of a protective shield to prevent damage in transport for training or storage. There are 10 helmets and each shield costs \$15.00. Ms. Eckman will purchase these shields. Additionally, several ARFF pagers have been breaking down. The PageCom pager (with the required tone abilities for ARFF pagers) costs roughly \$420.00 per pager. The warranty on the current pagers has expired. Ms. Eckman will complete additional research on pager replacement costs for the May 2006 meeting. Ms. Eckman requested that a motion sensitive recording, website accessible security camera be installed in the ARFF bay and then moved to the new building for security measures. The cost for the camera, wireless router capabilities and labor is approximately \$650.00. Ms. Eckman stated that the cost for this equipment *could* be made part of the grant for the ARFF/SRE building. Following discussion on the need for this purchase, as well as additional options, Mr. Teller moved to approve the purchase of one camera and necessary routing equipment, Mr. Nelson seconded. **All members voted aye, motion carried.** Mr. Teller commented that the research Ms. Eckman has done on this issue, indicates that the option approved is the best, given current circumstances and future needs.

9. AIRPORT CLEANUP DAYS:

This will be similar to the event held in 2005. The dates scheduled are 6/5-6/9 2006. This year the airport **will not** accept tires for disposal. Information will be provided to the airport tenants on this event.

10. AIRFIELD ISSUES:

a. **125<sup>th</sup> Anniversary Aircraft Sponsorship** - Mr. Dave Robertson addressed the board. The 125<sup>th</sup> Anniversary Committee is proposing the placement of either an A-7 or an F-14 on the airfield, per Admiral Weiss. The 125<sup>th</sup>

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Anniversary Committee would be financially responsible for the routing, preparation and mounting of the aircraft (please see the letter to Captain B. Rasmussen dated 4.12.06 for more information). The airport will assume the cost for ongoing maintenance and upkeep after the aircraft is mounted.

There was some discussion that with the placement of another military aircraft, that the airport will take on the appearance of a military airport. The refurbishment of the F-86 has become the responsibility of the 125<sup>th</sup> Anniversary Committee. It is the committee's hope that said refurbishment will be completed prior to the 2008 activities. The cost for refurbishment of the F-86 will be assumed by the committee. Mr. Nelson moved to approve the support of placement of either an F-14 or A-7 aircraft on the airfield, along with the efforts of the committee to further this task, Mr. Teller seconded. **All members voted aye, motion carried.**

- b. **9523<sup>rd</sup> Air Force Unit Memorial** - Mr. Dave Robertson addressed the board stating that the committee for the 125<sup>th</sup> Anniversary of the City of Jamestown (2008) would like to commemorate the 9523 Air Force Reserve Recovery Squadron. Said unit was stationed at the Jamestown Airport from approximately 1955-1965. Their mission, during the time that the U.S. and former Soviet Union were at odds, was to set up an alternate location for recovery of aircraft that were used in the retaliation to an attack by the Soviet Union. Aircraft were to be recovered, repaired and sent back in to service. At the peak of operation, the 9523<sup>rd</sup> was likely the best staffed and most capable of all recovery squadrons in the country. Roughly 76 enlisted men and officers were stationed in Jamestown on a reserve basis. This brought not only revenue to the City of Jamestown, but also resulted in airport improvements. The Committee would like to see a permanent unit memorial (one of the first to a military unit in the City of Jamestown) placed within the airport terminal. The Bohl brothers displayed a mock up of the proposed memorial for the board's review (please see the handout included in the packet for more information). Discussion took place regarding whether said memorial should be placed indoors or outside. It was felt that the memorial would be better located inside the terminal to protect it from vandals and weather. The cost of manufacturing the memorial is roughly \$10,000.00. The airport would assume no cost for this. Mr. Kadrmas moved to approve the placement of the memorial at the airport (preferably inside the airport terminal - specific inside location subject to the discretion of the airport manager), Mr. Nelson seconded. **All members voted aye, motion carried.**

### 11. SMALL COMMUNITY AIR SERVICE GRANT:

Contrary to the report in the Jamestown Sun, the airport has applied for the grant, but has not yet received it. Ms. Eckman has a copy available to all who

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wish to review the grant application. The purpose of this grant will be for the development of marketing for both the Devils Lake and Jamestown Airports.

**12. NDAC STATE GRANT MEETING:**

This meeting will be held in Bismarck sometime the week of May 8-12, 2006. The request for state aid application is due in Bismarck by 4.28.06. Mr. Kadrmas moved to allow Ms. Eckman signing authority on said application, Mr. Nelson seconded. **All members voted aye, motion carried.**

**13. MAY 2006 BOARD MEETING DATE:**

The regular meeting for May 2006 is scheduled for 5.10.06. As Ms. Eckman will be attending a mandatory disaster exercise table top meeting that day, the board agreed to move its regular monthly meeting to 5.15.06 at noon.

**14. ANY ADDITIONAL ISSUES:**

- a. **BOD Chairman Picture** - skipped over.
- b. **Intern** - following recent board approval, Ms. Eckman has posted the job opening for a summer intern with UND, Embry-Riddle, St. Cloud, Jamestown College and San Jose. The application deadline is 5.15.06. So far, no one has applied.
- c. **Joint Powers Agreement** - Mr. Merrick indicated that he, along with the City and County attorneys, are making progress on this issue to officially establish a Regional Airport Authority. Mr. Merrick hopes to have the necessary paperwork completed by June.
- d. **USDA Mitigation Program** - the USDA will pay to remove 70% of the cattails from the wetlands located on the airport. If the airport wishes to remove 100% of the cattails, they will need to pay for the additional 30%. Ms. Eckman indicated that this 30% cost will be approximately \$400.00 for the airport. Questions regarding the process of removing the cattails were answered by Ms. Eckman. Mr. Nelson moved to approve the \$400.00 expense as described, Mr. Kadrmas seconded. **All members voted aye, motion carried.** Ms. Eckman will complete the necessary paperwork to begin the process of removal.

**Johnny Klingenberg**  
Chairman  
Jamestown Municipal Airport Authority

**Stephanie K. Kadrmas**  
Administrative Assistant  
Jamestown Regional Airport

**SPECIAL MEETING MINUTES FOR THE  
JAMESTOWN MUNICIPAL AIRPORT AUTHORITY  
April 28, 2006**

Today's meeting was called to order at 3:05 pm and adjourned at 3:45 pm.

1. **ROLL CALL:**

Chairman Klingenberg, Mr. Teller, Mr. Todd, Ms. Eckman. ABSENT: Mr. Merrick, Mr. Nelson, Mr. Neys, Mr. Grabinger, Mr. Kadrmas. VISITORS: Mr. Aldinger and Mr. Langbehn (Interstate Engineering, Inc.).

2. **REVIEW & APPROVE THE PLANS & SPECIFICATIONS FOR AIRPORT PROJECTS:**

Mr. Aldinger presented the board with the plans and specifications for the *airport perimeter fence* project. Mr. Aldinger quickly reviewed the said plans and specs and answered all questions posed. The construction safety plan will be approved by the FAA prior to the beginning of this project. The bid opening for this project will take place at 9:00 am May 26, 2006 at the airport. The pre-bid meeting for this project will be held at 1:30 pm May 16, 2006 at the airport. A pre-construction meeting will be held prior to the start of this project, in keeping with FAA requirements. Advertisements for bids will be placed beginning on 5.4.06. Mr. Todd moved to approve the plans and specs as presented, Mr. Teller seconded. **All members voted aye, motion carried.** All necessary documentation was signed by the appropriate personnel today's date.

Mr. Aldinger presented the board with the plans and specifications for the *arff/sre building* project. Mr. Aldinger indicated that everything that Ms. Eckman, Mr. Hassler and Mr. Kadrmas requested has been included. Mr. Aldinger added that Interstate Engineering, Inc.'s estimated opinion of the bid cost indicates that the project will cost more than the airport has funding for. The current estimate is \$79.00 per square foot. The bid cost for a similar project in Devils Lake, ND came in at \$150.00 per square foot. Mr. Aldinger reviewed the said plans and specs and answered all questions posed. The bid opening for this project will take place at 9:00 am May 26, 2006 at the airport. The pre-bid meeting for this project will be held at 1:30 pm May 16, 2006 at the airport. A pre-construction meeting will be held prior to the start of this project, in keeping with FAA requirements. Mr. Todd moved to approve the plans and specs as presented, Mr. Teller seconded. **All members voted aye, motion carried.** All necessary documentation was signed by the appropriate personnel today's date.

3. **ANY ADDITIONAL ISSUES:**

None presented.

Johnny Klingenberg  
Chairman  
Jamestown Municipal Airport Authority

Stephanie K. Kadrmas  
Administrative Assistant  
Jamestown Regional Airport



**JAMESTOWN MUNICIPAL AIRPORT AUTHORITY  
REGULAR MEETING MINUTES  
May 17, 2006**

Today's meeting was called to order at 12:00 pm and adjourned at 1:45 pm.

1. **ROLL CALL:**  
Chairman Klingenberg, Mr. Merrick, Mr. Nelson, Mr. Todd, Mr. Grabinger, Ms. Eckman, Ms. Kadrmas, Mr. Anderson, Mr. Hassler and Mr. Neys (arrived at 12:05 pm). ABSENT: Mr. Kadrmas, Vice Chairman Teller. VISITORS: Mr. Aldinger, Mr. Robertson, Mr. Nygaard and Mr. Earle.
  
2. **HEARINGS FROM THE AUDIENCE:**  
Chairman Klingenberg asked if any audience members had comments to make. He requested that agenda item 13 be discussed next.
  
3. **REVIEW & APPROVE REGULAR MEETING MINUTES OF APRIL 12, 2006:**  
Mr. Nelson moved to approve the minutes as written, with no changes or additions, Mr. Todd seconded. **All members voted aye, motion carried.**
  
4. **REVIEW & APPROVE SPECIAL MEETING MINUTES OF APRIL 28, 2006:**  
Mr. Nelson moved to approve the minutes as written, with no changes or additions, Mr. Todd seconded. **All members voted aye, motion carried.**
  
5. **REVIEW & APPROVE INDEBTEDNESS REPORT:**  
Including page 10a, Mr. Nelson moved to approve as presented, Mr. Todd seconded. **All members voted aye, motion carried.**
  - a. **Financial Information as of March 31, 2006 & 2005** - reviewed, no additional action taken.
  - b. **Pay Raise for Adm. Assist.** - Ms. Eckman stated that upon the completion of Ms. Kadrmas' annual review, she is proposing a 4% increase to \$9.63 per hour effective 4/1/06. Ms. Kadrmas is currently working a 6 hour work day schedule. Mr. Todd moved to approve said pay raise effective 4.1.06, Mr. Nelson seconded. **All members voted aye, motion carried.**
  - c. **Wells Fargo Securities Pledge** - Please review the included letter for more information. Ms. Kadrmas stated that there was a difference in account balances during construction versus non construction season. The balances are monitored each day by Wells Fargo and securities can be changed within 24 hours. Ms. Eckman requested that she be allowed signing privileges for changing securities pledges in the event that the Chairman or Vice Chairman are unavailable. Mr. Nelson moved to allow changing the securities pledges per the Wells Fargo request, along with allowing Ms. Eckman signing privileges for security pledge changes, Mr. Todd seconded. **All members voted aye, motion carried.**

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- d. **Pager Replacement Cost Update** - Mr. Anderson updated the board on the replacement of ARFF pagers. The Minator V pager (\$419.00 per) appears to serve the airport's needs the best. Ms. Eckman stated that two pagers would be needed, but there is not money budgeted for this expense at this time. Over \$500.00 has been spent on repairing pagers this year. Ms. Eckman would like to table this topic until the June 2006 meeting, following the attendance of a Dept. of Homeland Security meeting. It is thought that perhaps DHS grant money could be used to purchase the pagers.
- e. **Chamber of Commerce Ad Request** - please see page 26 of the packet for more information. The airport has not participated in this in the past. Ms. Eckman stated that this may be a good opportunity to increase airline advertising. Mr. Todd moved to approve a  $\frac{1}{2}$  page ad at \$75.00, Mr. Nelson seconded. **All members voted aye, motion carried.**

6. **ACCOUNTS RECEIVABLE:**

Including page 27a, Ms. Kadrmas reported that Mesaba paid just under \$15,000.00 late last week and Summit Aviation, Inc. paid \$208.60 today's date. None of the Mesaba funds were paid on invoices sent prior to the bankruptcy filing. Answers to questions regarding outstanding invoices were addressed.

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

a. **End of the Month Report** - Ms. Eckman reported that the numbers were up from last year (enplanements..59.2% and deplanements...35.6%). It is noted that the new schedule continues to generate positive comments.

8. **OPEN RECORDS LAW INFORMATION:**

For the board's information. No further action taken.

9. **PORTFOLIO PRESENTATION ASSIGNMENT FOR JUNE 2006:**

Mr. Kadrmas was assigned to present an update on his portfolio at the June 2006 meeting.

10. **STATE FIRE & TORNADO INSURANCE UPDATE:**

Ms. Kadrmas indicated that the airport's building insurance carrier will not cover the ARFF truck, equipment stored on the truck or equipment needed for ARFF operations *unless said equipment is destroyed by a fire or tornado while being housed in the shop building*. Said truck and equipment should be covered under the airport's vehicle insurance policy according to State Fire and Tornado personnel. Mr. Nelson asked for more information on the airport's building policy and will do some additional follow up. There was also a discrepancy as to what constitutes an air conditioning unit. State Fire and Tornado are willing to cover

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3 of the 5 separate a/c units with each unit totaling \$1,400.00 in replacement cost. Mr. Nelson will also check on this.

**11. CONFERENCE REVIEWS:**

Ms. Eckman and Mr. Hassler updated the board on the recent conferences they attended. Both felt that the training they received was beneficial. Ms. Eckman noted some potential options regarding lease/rate structures that she briefly reviewed for the board. **NOTE:** Potential resolutions to support the continued EAS funding were discussed (so that the community wouldn't need to fund roughly \$130,000 annually), and those entities that should be involved in this process were initially reviewed, following a meeting with Congressman Pomeroy earlier in the week. Mr. Nygaard (JSDC) will assist in this process. It is noted that in 2004 \$1.87 million was generated in economic impact by the Jamestown Regional Airport. Mr. Earle (Dakota Brands) voiced his concerns regarding the passenger numbers in and out of Jamestown. He suggested that the airport follow the lead of Aberdeen and Brookings to increase passenger use.

**12. JOINT POWERS RESOLUTION UPDATE:**

Mr. Merrick has drafted a joint powers resolution and has sent it to both the State's Attorney and City Attorney for review. The three attorneys continue to make progress on this issue, and hope to have it completed by the July 2006 meeting.

**13. 125<sup>TH</sup> ANNIVERSARY COMMITTEE/F-14 UPDATE:**

Mr. Robertson updated the board regarding the placement of an F-14 on the airfield for display. Personnel in Florida have indicated that F-14's are available. Mr. Robertson stated that should the airport acquire an aircraft, it would be flown in and the avionics and necessary items will be removed at the expense of the US Government instead of the Anniversary Committee. Mr. Robertson reviewed the required paperwork needed to request an aircraft. He requested that the airport board approve ownership and responsibility of the aircraft following its completed placement for display. It is unknown at this time what type of funding would be needed for the aircraft's upkeep. Additionally, it is noted that the F-86 is not in as bad a shape as originally thought. Plans are in the works to clean the aircraft and update additional needed details. No additional motion was made by the board. Mr. Robertson stated that he would file the required paperwork for requesting an aircraft.

**14. INTERSTATE ENGINEERING, INC.:**

- a. **2005 Projects** - the progressive estimate was approved with the indebtedness report and Ms. Eckman will sign the reimbursement request. The additional storm sewer work is completed and the fence is almost

completed. Mr. Aldinger hopes to have a final progressive estimate in June 2006.

- b. **2006 Projects** - the grant for this project is waiting on the abstracts for the land purchase. Mr. Aldinger requested additional fee information from Mr. Merrick in order to complete the grant application. The ARFF/SRE building is in need of a supplemental agreement for engineering fees. Said agreement was presented for the board's review and approval. Mr. Aldinger asked for an additional \$30,000 in design fees and an additional \$15,000 in construction fees. Even with this supplemental agreement, Interstate Engineering, Inc.'s design and construction engineering fees are less than 10% of the project construction costs, per Mr. Aldinger. The contractors are requesting pre bid soil borings (at a cost of \$3,000). Mr. Aldinger suggested adding this cost to the existing engineering fees that the airport assumes with Interstate Engineering, Inc. Mr. Todd moved to approve 1) adding the \$3,000 expense for soil borings to Interstate Engineering, Inc.'s fees and 2) approve the supplemental agreement as outlined by Mr. Aldinger, Mr. Nelson seconded. **All members voted aye, motion carried.** The contractors are hoping to hold the bids for only 45 days versus 90 days. Mr. Aldinger reviewed the pros and cons of the 45 day limit and answered all questions. The board was in agreement with Mr. Aldinger's suggestion to hold the low bids for 45 days. The taxiway A extension portion has an alternative being researched by the airport's certification inspector at this time. The 4 windsock lights need to be on bright all the time, per the Certification Inspector. The cost for this is roughly \$14,000-\$15,000. Mr. Aldinger is waiting to hear from the FAA on the possibility of funding this.
- c. **State Grant Funding Meeting Update** - the airport received all of the funds they were requesting (just under \$75,000) contingent on the awarding of the grant from the FAA. Ms. Eckman presented copies of the power point presentation for the board's review.
- d. **Special Meeting May 26, 2006** - the board will be meeting to award the bids for both the perimeter fence and ARFF/SRE building on this date. The contractors are hoping to increase the completion date to 60 working days instead of 40 working days. Mr. Aldinger recommended the 60 working days limit.

15. **ANY ADDITIONAL ISSUES:**

- a. **Thank You Note** - reviewed, no further action taken.
- b. **Moving Monthly Meeting to 3<sup>rd</sup> Tuesday of the Month** - Mr. Neys requested this for the summer months. The board was in agreement with this beginning in June.
- c. **Baggage Claim Lighting** - Ms. Eckman requested a quote to replace the

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lighting in this area. There is \$10,000 budgeted for terminal capital improvements and the quote for everything from Curtis Electric came in at \$740.00. Mr. Todd moved to approve this expense, Mr. Nelson seconded. **All members voted aye, motion carried.**

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

**Stephanie K. Kadrmas**  
**Administrative Assistant**  
**Jamestown Regional Airport**

**JAMESTOWN MUNICIPAL AIRPORT AUTHORITY**  
**SPECIAL MEETING MINUTES**  
**May 26, 2006**

Today's meeting was called to order at 12:03 pm and adjourned at 12:12 pm.

**1. ROLL CALL:**

Chairman Klingenberg, Vice Chairman Teller, Mr. Kadrmas, Ms. Eckman, Mr. Merrick, Mr. Todd, Mr. Aldinger (Interstate Engineering, Inc.) and Mr. Lengby (Interstate Engineering, Inc.)

**2. AWARDING OF THE PROJECT BIDS:**

- a. Perimeter Fence Award - Please see the Bidders List for more information. Mr. Aldinger stated that the engineer's estimate for this project was \$875,000. The bid came in at \$489,523.49. Mr. Kadrmas moved to award the bid for this project to Dakota Fence Co. contingent on receiving the grant from the FAA, Mr. Todd seconded. **All members voted aye, motion carried.**
- b. ARFF/SRE Building Award - Please see the Bidders List for more information. Mr. Aldinger stated that the engineer's estimate for this project was \$1,024,000. The bid came in at \$1,170,260.00. Mr. Schuck from the FAA stated that his office in Bismarck was agreeable to using the money saved on the perimeter fence toward the ARFF/SRE building. Mr. Schuck will verify this with the FAA's Central Office for final approval. Mr. Kadrmas moved to award the bid for this project to Wick Construction contingent on receiving the grant from the FAA, Mr. Todd seconded. **All members voted aye, motion carried.**

**3. ANY ADDITIONAL ISSUES:**

- a. Pavement on 4/22 shoulder - Ms. Eckman stated that the crumbling pavement is not in compliance with Part 139 standards. An estimate from Border States Paving was received for \$1,262.92. Ms. Eckman would like to replace this pavement prior to the certification inspection scheduled for 6/7/06. Mr. Todd moved to approve this expense, Mr. Kadrmas seconded. **All members voted aye, motion carried.**
- b. Testing Proposal Bid Award - Mr. Aldinger stated that proposals were sent to testing firms for the ARFF/SRE building. The engineer's estimate for said testing was \$10,000.00. The bid from Northern Technologies was \$6,890.00. The bid from Midwest Testing was \$5,850.00. Mr. Kadrmas moved to award the testing bid to Midwest Testing, contingent on receiving the grant from the FAA, Mr. Todd seconded. **All members voted aye, motion carried.**

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- c. Windsock Transformers - Mr. Aldinger stated that the cost for 2 is \$12,800.00. The airport needs to replace 4 at a cost of roughly \$23,000.00 total. Mr. Schuck is in agreement that the 4 transformers need replacing. Mr. Kadrmas moved to approve a change order not to exceed \$25,000.00, Mr. Teller seconded. **All members voted aye, motion carried.** It is noted that the project is roughly \$300,000 under cost at this time.
- d. Taxiway A Project - Mr. Aldinger stated that this project has been postponed for this year, due to lack of discretionary funds.

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

**Stephanie K. Kadrmas**  
**Administrative Assistant**  
**Jamestown Regional Airport**

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN MUNICIPAL AIRPORT AUTHORITY  
June 20, 2006**

Today's meeting was called to order at 12:00 pm and adjourned at 2:02 pm.

1. **ROLL CALL:**  
Chairman Klingenberg, Mr. Kadrmas, Mr. Nelson, Mr. Merrick, Mr. Neys, Mr. Grabinger, Ms. Eckman. ABSENT: Vice Chairman Teller, Mr. Todd. VISITORS: Mr. Nygaard (JSDC), Mr. Earle (Dakota Brands), Mr. Hermanson (Touch of Class Autobody), Mr. Hassler & Mr. Anderson (Jamestown Regional Airport), Mr. Aldinger (Interstate Engineering, Inc.), Ms. Dunwoodie (Mesaba Aviation, Inc.).
2. **REVIEW & APPROVE REGULAR MEETING MINUTES OF MAY 17, 2006:**  
Mr. Nelson moved to approve the minutes as presented, with no changes or corrections, Mr. Kadrmas seconded. **All members voted aye, motion carried.**
3. **REVIEW & APPROVE SPECIAL MEETING MINUTES OF MAY 26, 2006:**  
Mr. Nelson moved to approve the minutes as presented with no changes or corrections, Mr. Kadrmas seconded. **All members voted aye, motion carried.**
4. **REVIEW & APPROVE THE INDEBTEDNESS REPORT:**  
Including page 11A, Mr. Kadrmas moved to approve the report as presented, Mr. Nelson seconded. **All members voted aye, motion carried.**
  - a. **Financial Information as of April 30, 2006 & 2005** - for the board's review, no further action taken. There is a negative number under computers on page 17. Ms. Eckman will research this further.
  - b. **Broom Truck Repairs** - Mr. Hassler reported that the broom truck is in need of significant repairs (air compressor, brakes, new brooms and cartridges, blower fan on the back, transmission [\$2,000-\$5,000]). The question is whether to try to obtain funding for a new broom truck or repair the old one. Mr. Nelson suggested trying to repair it as best as can be done at this time until it is determined whether the funding is available for purchase of a new one. New brushes will last about 2 years per Mr. Hassler. Mr. Nelson moved to defer the transmission and repair the other items as needed, Mr. Kadrmas seconded. **All members voted aye, motion carried.**
  - c. **Concrete Repair** - in front of the building the concrete on which the transformer sits is in need of repair. There is a gap underneath and around the concrete that is allowing wildlife in to the terminal (frogs, snakes, etc). Lindberg Bros. suggested blowing foam in to the slab and sealing it. A written estimate is being developed for this work. Ottertail stated that if the transformer is lifted off of the concrete for repair that the terminal would be without power for the time the repair takes (roughly two weeks). This is not a viable option per Ms. Eckman. Chairman Klingenberg moved to "mud jack" the concrete instead of moving



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the transformer, Mr. Kadrmas seconded. **All members voted aye, motion carried.** Mr. Nelson suggested a review of the estimate from Lindberg Bros. prior to proceeding with the work.

### 5. ACCOUNTS RECEIVABLE:

All questions were answered by Ms. Eckman. No further action taken.

### 6. IMPROVEMENT OF COMMERCIAL RIDERSHIP:

Mr. Nygaard reported that following Congressman Pomeroy's visit earlier this spring, the JSDC, City of Jamestown, Stutsman County and Ms. Eckman have been working together to provide support for continued EAS service in Jamestown. The support is currently in the form of resolutions from the City Council and County Commission as well as a signed petition from community and congressional/legislative leaders which outline the importance of continued airline service to the community of Jamestown. Please see the outline provided by Mr. Nygaard for more information. Mr. Earle summarized the outline cited above and provided further comments. Mr. Nygaard suggested scheduling weekly meetings with a fraternal or civic organization to discuss airport services, issues and goals. This has worked well for the JSDC in the past. Ms. Eckman stated that the ideas presented here were very similar to those developed by the Flint Corp for the Fargo and Dickinson Airport campaigns. Ms. Eckman indicated that should the Small Community Air Service Grant be awarded to Jamestown, she would consider hiring the Flint Corp to develop a campaign for Jamestown. The awarding of this grant isn't due until the end of July. Mr. Kadrmas cautioned that the 10,000 annual passenger numbers was during the time of government regulation of the airlines. He also indicated that meetings with Corporate Level personnel at Mesaba in the past, have generated little to no assistance and therefore the responsibility will lie more on the local community to increase rider ship. Mr. Nelson and Chairman Klingenberg stated that a long term, continued effort by the airport and community is important. Mr. Merrick and Mr. Kadrmas liked the idea of broadcasting the airline schedule on CSI.

### 7. BUSINESS ENDEAVOR:

Mr. Kevin Hermanson, owner of Touch of Class Autobody, presented an outline for the new business he is starting on the airport. He is in the process of purchasing Ben Meier's hangar for aircraft refinishing. Please see the handout provided for more information. It is hoped that with this new business, Jamestown can become a "one stop shop" for aircraft (refinish, mechanical, fueling etc.) with less of a wait time than other similar businesses in the country. Mr. Hermanson has spoken with Ms. Eckman about future expansion needs and the possible use of the former manager's office and ARFF/shop building. Mr. Hermanson will begin leasing Mr. Meier's hangar as of 7.1.06. It is hoped that during the annual Oshkosh Festivities in July, that a promotional event at the airport can be held. Mr. Hermanson

discussed this in more detail citing use of his limo for rides in to town, availability of restroom and shower facilities for travelers, grill outs, camping etc. Based on a verbal request by Mr. Hermanson, Mr. Nelson moved to approve the sublease of Ben Meier's hangar to Mr. Hermanson effective 7.1.06, Mr. Kadrmas seconded. **All members voted aye, motion carried.** Ms. Eckman will review the current status of Mr. Meier's lease.

8. **3 STALL GARAGE & FIRST RIGHT OPTION:**

Since Mr. Hermanson is taking over his hangar, Mr. Meier would like to rent out one of the 3 stall garages, and would like the right of first option to rent out the shop/arff building when it becomes available. Mr. Nelson suggested a month to month lease option on the shop/arff building. Curtis Electric and the Drag Racing Association has also requested use of the 3 stall garage for storage this summer. Mr. Hassler noted that the airport may also need the space for storage once the shop/arff building is cleaned out. Mr. Nelson moved to approve the leasing of 1 of the stalls for storage (with the airport having access) on a month to month basis, Mr. Kadrmas seconded. **All members voted aye, motion carried.**

9. **INTERSTATE ENGINEERING, INC.:**

a. **2005 Projects** - Mr. Aldinger reported that they are just finishing up the punch list items from this project. A change order for Northstar Materials for \$16,504.41 was presented. Mr. Kadrmas moved to approve this change order as presented, Mr. Nelson seconded. **All members voted aye, motion carried.** Mr. Aldinger stated that there is enough money available in the grant to cover this change order.

b. **2006 Projects** - the grant was received for the following: 1) perimeter fence, 2) arff/sre building and 3) purchasing of the rpz land. The abstracts are being worked on for #3. Mr. Merrick will follow up on this. There is pre-construction meeting on 6.22.06 at 3:00pm at the airport for the perimeter fence portion. Work is to start on 6.26.06. The arff/sre building will start work in about 3 weeks. The color scheme was reviewed by the board. Mr. Kadrmas suggested looking at past minutes regarding color scheme (either yellow or brown as approved by the board) prior to deciding on the arff/sre color scheme. Ms. Eckman will research this issue further. The completion date for the arff/sre building is 1/1/07.

c. **Ground Breaking for ARFF Building** - Chairman Klingenberg suggested an official picture of the ground breaking for the arff/sre building. The possibility of having an open house instead once the building is completed was also discussed.

10. **MESABA AVIATION, INC.:**

a. **End of the Month Report** - reviewed, no further action taken.

b. **Signed Lease** - there is still no signed lease with Mesaba Aviation, Inc. per Ms. Eckman.

c. **ARFF Coverage** - there is some difficulty having the arff coverage here on time when the airplane is historically arriving early. Ms. Dunwoodie is attempting to address this with Mesaba dispatch and the arff personnel covering the night shift. Ms. Eckman stated that the regulations state that arff coverage is to be provided 15 minutes prior to the *scheduled arrival time*. Currently, arff personnel are arriving 30 minutes prior to the scheduled arrival time and the airplane is historically arriving *45 minutes prior to the scheduled arrival time*. Ms. Eckman stated that Mesaba is not currently paying their bills to provide the arff coverage, which is a concern to her. Additionally, it is the airline's responsibility to inform the airport staff when they are due to arrive.

11. **EQUIPMENT RENTAL FEES:**

In the past, the airport board has made it a policy not to allow the use of airport equipment by other than airport personnel. Ms. Eckman suggested that the board may want to revisit this issue in terms of project use. Mr. Kadrmas asked that the board carefully consider whether making money on a project the FAA is paying the airport for is appropriate. Mr. Nelson clarified that the use of airport equipment would be limited to on site projects. The board suggested that Ms. Eckman negotiate at her discretion, the appropriate rate to charge for use of airport equipment on site, on a case by case basis.

12. **COUNTY TAX ISSUES:**

Please see the information in the packet for more information. The airport may need to pay back roughly \$2,966.14 plus interest should Stutsman County State Bank not win an existing lawsuit. Stutsman County State Bank is also asking that various agencies contribute to the legal fees generated as a result of fighting this issue. Mr. Merrick suggested that the airport consider contributing 1% with a maximum cap of \$500.00 to legal fees. Mr. Merrick was comfortable deferring an actual motion until a final number is established.

13. **REGIONAL AIRPORT AUTHORITY:**

Please see the information contained in the packet for more information. Mr. Merrick will submit the necessary changes to the City and County attorneys for review. He asked that Ms. Eckman follow the City and County meetings to make sure that the resolution goes through. Mr. Nelson moved to forward the resolution (with grammatical changes) to both the City and County attorneys for approval by their respective boards, Mr. Kadrmas seconded. **All members voted aye, motion carried.**

14. **MR. GAME'S HANGAR:**

Following an incident this past winter involving Mr. Game's hangar, he is requesting that the entire panel be replaced, not patched. Ms. Eckman has contacted the

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insurance company for feedback on what the deductible would be and the appropriate course of action.

**15. CERTIFICATION INSPECTION:**

Please see page 38 for the letter of corrections needed. These issues are currently being addressed by the various agencies. Ms. Eckman is requesting a formal extension from the FAA, until the end of June 2006 for these corrections. The foam will be tested by the end of July 2006.

**16. 24 HOUR PILOT'S LOUNGE:**

Mr. Klingenberg removed this item for discussion.

**17. PORTFOLIO PRESENTATION:**

Mr. Kadrmas presented on: 1) the master plan - this has not been approved as of yet by the FAA. Some of the master plan has changed, however the airport is waiting for approval of the plan by the FAA. 2) project overview - this years' projects have been reviewed. Ms. Eckman and Mr. Aldinger recently submitted an AIP plan to the FAA for the next 2-3 years. This plan was reviewed by Ms. Eckman for the board. 3) lease compliance - over the next 2 years all of the leases should be uniform (including CPI rates). Mr. Kadrmas suggested a lease break for developmental purposes in the future. Mr. Nelson discussed the delinquency of the repair to buildings on the airport, and what the board can do to bring the tenant in to compliance. Ms. Eckman referred to ordinances the airport follows that outline possible fines that can be assessed.

**18. ANY ADDITIONAL ISSUES:**

**a. Clean Up Days** - not as many tenants utilized this service this year. Tires were removed from one tenant's property after clean up days concluded. The cost of this removal will be charged to the respective tenant.

**b. Intern** - will begin on 6.27.06. Mr. Wyant is from Colorado.

**c. Air Conditioning Units** - Mr. Nelson reviewed past questions with personnel at State Fire & Tornado regarding these units. They will be covered under our policy per Mr. Nelson. The ARFF gear is only covered while being housed in the building by the State Fire & Tornado. The additional cost of covering the items when outside the building was deemed unnecessary.

**Johnny Klingenberg**  
Chairman  
Jamestown Municipal Airport Authority

**Stephanie K. Kadrmas**  
Administrative Assistant  
Jamestown Regional Airport

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN MUNICIPAL AIRPORT AUTHORITY  
July 18, 2006**

Today's meeting was called to order at 11:55 am and adjourned at 1:02 pm.

**1. ROLL CALL:**

Chairman Klingenberg, Vice Chairman Teller, Mr. Kadrmas, Mr. Nelson, Mr. Merrick, Mr. Grabinger, Mr. Neys, Manager Eckman, Ms. Kadrmas. ABSENT: Mr. Todd. VISITORS: Mr. Aldinger (Interstate Engineering, Inc.), Mr. Anderson and Mr. Wyant (Jamestown Regional Airport).

**a. Hearings from the Audience** - none noted.

**b. Introduction of Airport Intern** - Mr. Wyant introduced himself as the new summer airport intern. Mr. Wyant comes to Jamestown from Colorado and has a degree in Aviation Management from Metro State College in Denver. He has been in the internship position for approximately one month. Mr. Wyant was welcomed by the board.

**2. REVIEW & APPROVE REGULAR MEETING MINUTES OF JUNE 20, 2006:**

Mr. Kadrmas moved to approve the minutes as written with no changes or additions, Mr. Nelson seconded. **All members voted aye, motion carried.** All questions posed by Chairman Klingenberg were answered.

**3. REVIEW & APPROVE INDEBTEDNESS REPORT:**

Mr. Kadrmas moved to approve the indebtedness report as presented, Mr. Nelson seconded. **All members voted aye, motion carried.**

**a. Financial Information as of May 31, 2006 & 2005** - reviewed, no further action taken.

**b. County Levy Request** - the funding request for the next budget cycle was reviewed. Each year the airport requests the maximum number of mills. Mr. Kadrmas moved to officially request 2 mills to: 1) cover the cost of the airport firefighting position (as previously discussed) and 2) continue with airport operations (possibly to cover the lack of Mesaba Aviation's payments), Mr. Nelson seconded. **All members voted aye, motion carried.**

**c. Administrative Assistant's Resignation** - Ms. Kadrmas officially notified the board of her resignation (please see the letter included in the packet for more information). Mr. Nelson stated that he didn't wish to see Ms. Kadrmas leave, although he understands the reasoning behind her decision. He then thanked her for her work. Ms. Kadrmas reiterated the importance of the board hiring another Administrative Assistant, as the responsibilities of the Manager and Administrative Assistant were too much for one individual to handle alone. Mr. Nelson moved to accept Ms. Kadrmas' resignation effective 8.31.06, Mr. Teller seconded. **All members, with the exception of Mr. Kadrmas who abstained voted aye, motion carried.**

4. **ACCOUNTS RECEIVABLE:**

Questions regarding Mesaba Aviation's outstanding balance were answered. Mr. Merrick stated that a motion has been filed by Mesaba Aviation, to extend the deadline for payments to be made to their vendors. He is unsure what the current status of this motion is. Ms. Kadrmas stated that a notice was included with Mesaba Aviation's last invoice, stating the airport will be exercising its right to file appropriate legal forms (in accordance with the current bankruptcy status) to collect past due amounts. Ms. Eckman and Mr. Merrick will follow through on this issue. Ms. Kadrmas also indicated that the July invoices are due to be mailed out this week. The delay in sending them had to do with a conflict in her schedule.

5. **INTERSTATE ENGINEERING, INC.:**

- a. **2005 Projects** - Mr. Aldinger stated that all but the warranty work on the security gate has been completed. The airport will withhold the necessary retainage until this work is satisfactorily completed.
- b. **2006 Projects** - Mr. Aldinger stated that this year's projects are all proceeding as scheduled. There are no progressive estimates to present this month. There will be a future change order on the upgrading of the generator/regulator. Mr. Aldinger will discuss this further at the time he presents the change order.
- **Land Purchase** - Mr. Merrick and Mr. Aldinger continue to work on completing this project.

6. **MESABA AVIATION, INC.:**

- a. **End of the Month Report** - reviewed, no further comments made.
- b. **Passenger Boarding Summary** - reviewed, no further comments made.

7. **BUILDING NUMBER SIGNS:**

Ms. Eckman discussed the possibility of identifying the buildings (with letters) as is outlined in the Master Plan. Ms. Eckman doesn't have a cost estimate at this point and will report back when she has more information.

8. **AAAE MEMBERSHIP & CM TESTING:**

Ms. Eckman stated that membership is \$225.00 for one person. She is requesting that the board approve an additional \$425.00 for Mr. Anderson so that he is eligible to take the "Certified Member" test. This would help broaden his overall airport knowledge, for future projects the airport may become involved in or issues that will need to be addressed. The accreditation process is threefold with the "CM" being the first part. Being accredited is important for future job placement in airport management positions. Mr. Nelson moved to approve the \$425.00 initial cost for Mr. Anderson. There was no second. The

motion died due to lack of a second. Mr. Kadrmas suggested that Mr. Anderson be allowed to review the appropriate modules related to his specific job description, for further knowledge acquisition.

9. **TENANT APPRECIATION:**

Chairman Klingenberg suggested having a "Tenant Appreciation Days", per Ms. Eckman to show the tenants that the board recognizes their contribution to the overall functioning of the airport. The cost would be quite minimal per Chairman Klingenberg, and could enhance relationships among the tenants. Mr. Nelson moved to approve the cost of Tenant Appreciation Days at no more than \$200.00, Mr. Kadrmas seconded. **All members voted aye, motion carried.** The time and date for this event will be determined by Ms. Eckman.

10. **AIRPORT BROCHURE:**

Ms. Eckman presented the first draft of the airport's brochure for the board's review. The purpose of this brochure is to enhance the airport's visibility in the community and surrounding areas, as has been discussed as a need at past meetings.

11. **ANY ADDITIONAL ISSUES:**

- a. **Tour Fencing Project** - those who were available after the meeting were invited to tour the ongoing fencing project around the airport.
- b. **Pagers and Additional Equipment Replacement** - Ms. Eckman is working on a Department of Homeland Security Grant to assist in funding the replacement of some identified airport equipment.
- c. **City Forester** - Chairman Klingenberg gave the City Forester permission to trim the trees along the entry road to the airport. The Forester requested permission to plant a few extra trees along the east side. Additionally, Chairman Klingenberg will be meeting with the City Forester later today to discuss the removal of weeds on the airport. It was suggested that the Stutsman County Weed Board be brought in on this discussion.
- d. **Grounds Maintenance** - Mr. Nelson suggested that an overall written plan for grounds maintenance may be needed for scheduling purposes. Mr. Kadrmas stated that Mr. Hassler had also recently brought this suggestion to Mr. Kadrmas.

Johnny Klingenberg  
Chairman  
Jamestown Municipal Airport Authority

Stephanie K. Kadrmas  
Administrative Assistant  
Jamestown Regional Airport

Regular Meeting Minutes for the  
Jamestown Municipal Airport Authority  
August 15, 2006

Today's Meeting was called to order at 11:59 am and adjourned at 1:36 pm.

1. **ROLL CALL:**

Chairman Klingenberg, Vice-Chairman Teller, Mr. Kadrmas, Mr. Nelson, Mr. Merrick, Mr. Grabinger, Mr. Neys, Manager Eckman VISITORS: Mr. Al Lindberg, Mr. Steve Aldinger, Mr. Frank Hassler, Mr. Jon Anderson, Mr. Jared Wyant, and Mr. David Maack.

a. Hearings from the audience:

**Summit Aviation:** Mr. Grabinger requested the board discuss and take action on the issues raised during the last city council meeting by Mayor Liechty. Grabinger stated the concerns as being the lack of 24-hour pilot facilities and fuel availability at Summit Aviation. Mr. Kadrmas spoke to the fact that there is access to the facility 24-hours with the proper code and that the fuel situation has been fine for almost a year. Kadrmas stated that certain tenants who were not properly trained would lock up the system and it had to be reset in order to get fuel out of it. He spoke of the problems associated with the fuel supply last fall was due to a disruption in production in Sioux Falls, SD. Mr. Klingenberg appointed a committee to investigate the allegations. The committee consisted of John Grabinger, Dennis Nelson, and Art Todd. A report should be presented at the next board meeting.

**Regional Airport Authority Agreement:** Mr. Klingenberg brought up the delayed action on the agreement. The agreement does not designate that each of the sponsoring governments have one of its members assigned to the airport board. Since the original intent of the airport authority was to have one member from each the city council and the county commission on the board as official voting members. A suggestion was made by Mr. Klingenberg that Mr. Merrick investigate the matter and possibly re-write the agreement and have it ready for the next round of meetings.

2. **REVIEW AND APPROVE REGULAR MEETING MINUTES OF JULY 18, 2006:**

Mr. Nelson moved to approve the minutes as written, with no changes or additions, Mr. Teller seconded. **All members voted aye, motion carried.**

3. **REVIEW AND APPROVE INDEBTEDNESS REPORT:**

Mr. Todd moved to approve the indebtedness report as presented, Mr. Nelson seconded. **All members voted aye, motion carried.**

a. **Financial Information as of June 30, 2006 & 2005** – Mr. Nelson brought up a question about a significant overdraft in the checking account of the current assets, stating that it was 14,226 negative in the



fund. Ms. Eckman stated that it was due to a project cost paid by the account, and the airport is currently waiting for the reimbursement to arrive. Mr. Nelson expressed concern about bad accounting practices, and said the timing of the checks needed to be more efficient.

- b. **2007 Handout** - The budget was not available at the time of the meeting, and Ms. Eckman asked the board to approve sending a preliminary budget to the city and county offices. The motion was moved by Mr. Todd, and seconded by Mr. Nelson. **All members voted aye, motion carried.**
- c. **Small Community Air Service Grant** – Ms. Eckman had the draft of the agreement, which was shown to the board for consideration, and she gave the members an explanation of the agreement. Ms. Eckman then asked the board to approve accepting of the grant and a letter of agreement between the airport authorities of Jamestown and Devils Lake to work the grant together. Discussion was made regarding the airports mandatory and in kind obligations. Mr. Merrick made the board aware that there are quarterly reports to be filled, which would be by both the Jamestown Airport and Devils Lake Airport. Mr. Nelson moved to approve as presented, Mr. Todd seconded. **All members voted aye, motion carried.** Ms. Eckman stated she also needed the board to approve Jamestown Airport to enter into a Letter of Agreement with the Devils Lake airport for the grant. Mr. Nelson moved to approve the motion, Mr. Todd seconded. **All members voted aye, motion carried.**

4. **Accounts Receivable:**

A question was brought up by Mr. Klingenberg about payments not being made by Mesaba Airlines to the Airport. Mr. Merrick advised the board that he spoke with Mesaba's Attorney and it was agreed that the payments should be paid. Mesaba indicated that they were missing six invoices. The invoices were resubmitted to Mesaba by Ms. Eckman. Mr. Kadrmas stated that the second half of the farm lease is listed at \$19,000, and that Ms. Kadrmas had to speak with Ms. Eckman on how much of that amount was to be adjusted for lost acreage and ruined crops due to the fencing project. Ms. Eckman stated that in the original lease, the acreage was adjusted for the proposed fence line and the lease took that into account. Ms. Eckman also stated that any additional property needed to be returned to original condition prior to completion of the contract.

5. **Interstate Engineering, Inc:**

- a. **2005 Projects** – Discussed progressive estimates done by the Strata Corp. on the runway 13/31. The company did work on the runway and wind cones, in doing so ordered two additional regulators for the project. This was done because when the addition D1 taxiway connector was finished, the existing regulators would be overloaded and shut off. Mr. Aldinger presented a change order for the Strata Corp. \$26,380 which will relocate the existing 10 kilowatt regulator, and purchase a new 15 kilowatt

regulator and install it. Mr. Nelson moved to approve the change order for the project, Mr. Todd seconded. **All members voted aye, motion carried.**

**b. 2006 Projects** – Mr. Aldinger brought up the issue of the new airport gate that was still not up to specifications by the time of the meeting. Mr. Aldinger had inquired as to when the airport would turn over the case to the airport attorney for legal action against the failure to complete a working gate. Mr. Aldinger conferred with Mr. Pope about the situation and was agreed that they would give American Fence one more letter stating to fix the fence correctly, or it would go to Mr. Merrick for legal action. Mr. Aldinger informed the board on the progress of the ARFF/SRE building, stating that three walls were finished and the foundation was completed and the access road should be done by the end of the week. The sewer and water have been completed to the building from the F-86 island. There was an additional change order for Border States on some minimal additional work completed. When the sanitary sewer was being put in, two additional clean outs were needed, a two inch PVC conduit was placed across the access road, and Ottertail Electric required a four inch PVC tube to be run across a portion of the apron where their wiring was to be placed. Ms. Eckman also decided to change the flooring in the training room from carpet to tile to minimize dirt being tracked into the area from the shop. Mr. Aldinger stated that with the additions to the building required a change order of \$4,173 for the project. Mr. Nelson made the motion for the change order on the project, Mr. Todd seconded. **All members voted aye, motion carried.** Lastly, Mr. Aldinger updated the board on the perimeter fence project which is going very well, and should be completed by the end of next week. After the completion of the fence, Mr. Aldinger said the company would do the best they could to remove all wildlife from the airfield before closing the gates, but expressed some concern with the wetlands area. Mr. Teller inquired about the cattails on the airport and if anything was being done about them. Ms. Eckman informed the board the cattails were to be sprayed at some point in the near future.

**6. Mesaba Aviation Inc:**

Mr. Klingenberg pointed out that there were more passengers departing Jamestown compared to arriving at the airport from the reports.

**7. Misc. Expense Items:**

**a. Toro Mower – Mr. Hassler/ Mr. Anderson** – Stated that the Toro Mower was breaking down frequently and Mr. Anderson and Mr. Hassler were concerned that the Toro would not last until the next board meeting. Mr. Todd explained that he gave the okay to purchase a Grasshopper 928D diesel mower. Mr. Todd pointed out that it is more than a mower; it can use a brush attachment to clear snow in the winter, and numerous other functions. Mr. Anderson explained that the Grasshopper was

\$12,500 and the company gave the airport \$7300 trade in for the Toro. The quoted price for a 60' sweeper attachment was an additional \$3000. Mr. Nelson asked if the \$12,500 was after the trade in, and Mr. Anderson said yes, which included the 72' deck, cab attachment and the mower itself. The mower was purchased at Central Sales here in Jamestown, with a one year warranty. Mr. Anderson then asked for the board to make a motion on the broom attachment. Mr. Todd moved to approve the purchase of the broom, Mr. Nelson seconded. **All members voted aye, motion carried.**

**b. Curb and Gutter Repairs** – Ms. Eckman stated that the curb and gutter in front of the terminal building was looking in bad shape. Mr. Lindberg gave Ms. Eckman a quote of \$54,000 to replace the entire system. This would include some asphalt and sidewalk areas. Ms. Eckman said it would have to be entirely out of pocket, and could not receive funding. Mr. Aldinger stated at one point in the near future the parking lot would need to be replaced, and advised it would be not be ideal until the exact plans were laid out for the new parking lot. Mr. Aldinger also stated that the kidney shaped island would need to be removed. Questions were asked if the city could come out and paint the curbs; the general understanding was that would not be an option. Mr. Klingenberg voice some concern that the landside of the airport does not look very professional, and if the airport could replace some areas and try and make the airport more presentable to the general flying public. Ms. Eckman also stated that in the budget there is only \$2000 for landside repair. Mr. Kadrmas stated it might be a good idea to include in the Airport Master plan so the airport could better budget for such a large expense.

**c. Hiring of a new Administrative Assistant** – Ms. Eckman offered that the new assistant be full-time and have the potential to be ARFF trained and have the capabilities to use in snow removal operations. Mr. Teller voiced concern about the additional expense of full-time, and the benefits that were associated with that. Mr. Nelson also voiced concern with mismatching job duties and functions with an employee doing assistant type work compared to ARFF type work and said the pay scale would not be correct. Ms. Eckman shared that in the past there were a lot fewer regulations and paperwork associated with the airport manager position, so it was able to run on a shorten staff. After September 11, that was not true anymore and the workload increased immensely. The general understanding of the board was that a part-time administrative assistant would be satisfactory. Mr. Klingenberg then stated that at the next meeting, Ms. Eckman will draw up a job description for the position that the board will vote on. Mr. Nelson moved to hire a new administrative assistant position with identical job duties and responsibilities as Ms. Kadrmas had and salary based on experience, Mr. Teller seconded. **All members voted aye, motion carried.**

8. **Wildlife A.C. (new requirements)**

Ms. Eckman stated that there is a new regulation out that states anyone at an airport involved in wildlife operations be trained by a qualified wildlife biologist for 40 hours initially and then eight hours every year after that. The new AC would apply to everyone on the airfield and all ARFF personnel that perform runway inspections. Mr. Teller added that there might be a possibility that there could be money within the city for this type of training and would look into for the airport. Mr. Klingenberg appointed Mr. Teller committee chairman.

**9. Fly-In Review**

Mr. Hermenson gave statistics on the Oshkosh fly-in sponsored by the airport. He added information on what to do differently next year, and getting an earlier start on the advertising. Overall, Mr. Hermensen stated it was a very good outcome for the first year. No problems were associated with the fly-in, taxiway alpha, which was closed prior to the fly-in, was opened and operational throughout the fly-in.

**10. Additional Issues**

**a. DHS Grant** – The airport is receiving \$20,080 for pagers, radios, computers, phones, cameras, and video surveillance.

**b. NIMS Compliance** – The program is available through FEMA and was started because of the miscommunication and problems that different agencies had while working the Hurricane Katrina disaster. This training is required in order to receive the DHS grant.

Mr. Klingenberg made the motion to adjourn at 1:36pm

Johnny Klingenberg  
Chairman  
Jamestown Municipal Airport Authority

Jared Wyant  
Airport Intern  
Jamestown Regional Airport

**REGULAR MEETING MINUTES FOR THE  
JAMESTOWN MUNICIPAL AIRPORT AUTHORITY  
September 19, 2006**

Today's meeting was called to order at 12:00 pm and adjourned at 1:50 pm.

**1. ROLL CALL:**

Chairman Klingenberg, Mr. Kadrmas, Mr. Nelson, Mr. Merrick, Mr. Grabinger, Mr. Neys, and Manager Eckman. ABSENT: Mr. Todd and Vice Chairman Teller, VISITORS: Mr. Aldinger (Interstate Engineering, Inc.), Mr. Anderson and Mr. Hassler (Jamestown Regional Airport), Mr. Ray Game, Mr. Kevin Hermanson (Touch of Class), Mr. Keith Norman (The Jamestown Sun), Mr. Glenn Christianson (Jamestown Drag Racing Association).

**a. Hearings from the Audience –**

**i. Airport Insurance** - Mr. Game spoke about the liability insurance on the hangers and the difficulty of obtaining the required million dollar liability on the airport lots. He asked that the airport look into these requirements are perhaps lowering the limits to \$500,000 dollars or have the airport insure the lots and charge back the lot owners. Mr. Kadrmas said although he is not comfortable with the airport carrying the insurance for the tenants, the airport should look at the differences of Commercial vs. Private enterprise. Mr. Nelson feels the NDRIF covers the lots, but is not opposed to lowering the limits. Ms. Eckman said there might be some insurance requirements through the FAA. Mr. Kadrmas, Mr. Nelson, and Mr. Merrick spoke on the reasoning for the insurance requirements to safe guard the airport from frivolous lawsuits.

**ii. Hanger Repairs** – Mr. Nelson asked if the repairs were made to Mr. Game's Hanger. Ms. Eckman stated that the siding is on order. Mr. Hassler explained that Schumacher's are waiting until a large order is made to have them ship it.

**2. REVIEW & APPROVE REGULAR MEETING MINUTES OF August 15, 2006:**

**Mr. Nelson moved to approve the minutes as written with no changes or additions, Mr. Kadrmas seconded. All members voted aye, motion carried.**

**3. FISCAL REPORTS**

**a. Review & Approve the Indebtedness Report** – Mr. Nelson moved to approve the indebtedness report as presented by Ms. Eckman, Mr. Kadrmas seconded. **All members voted aye, motion carried.** Mr. Kadrmas' questions regarding the federal reimbursements were answered.

**b. Financial Information as of July 31, 2006 & 2005** – reviewed, no further action taken.

**c. 2007 Budget** – The proposed budget was presented. The budget showed a deficit. Mr. Nelson questioned the major contributors to the deficit. Ms. Eckman explained the major expenses were attributed to equipment repairs/purchases and the project expenses. Mr. Nelson expressed his concern of maintenance with the equipment. Mr. Hassler explained the problems with the equipment. Mr. Kadrmas was opposed to approving the deficit budget. Mr. Nelson asked how the project expenses and federal money is distributed. Ms. Eckman explained the budgeting process on this. **Mr. Nelson motioned to approve the budget, Mr. Klingenberg second. Mr. Nelson and Mr. Klingenberg voted in favor, Mr. Kadrmas voted against.**

**4. ACCOUNTS RECEIVABLE:**

The past due debts were discussed. A majority of the accounts receivable for Mesaba Airlines is on the pre-bankruptcy amounts. Mesaba is up to date. Mr. Kadrmas said that Summit was going to drop off a check for the full amount due the morning of the meeting. Mr.

Richardson's amount due was paid the day before the meeting. Mr. Anderson has been paying bi-monthly off of his pay check. TSA has not been getting reimbursements to the airport due to turn over in the TSA personnel in the Bismarck. The reimbursements are not showing up properly on the Accounts Receivable reports it is at about \$10,000.

5. **INTERSTATE ENGINEERING, INC.:**

- a. **2005 Projects** – Mr. Aldinger said that the gates were fixed. Mr. Kadrmas said that the gate by summit had been scrapping. Mr. Aldinger said it would look into it more. Progressive estimate for Northstar will not be paid until the gate gets fixed. Strata is waiting for the regulators before we can close out that part of the project The balancing change order (no. 8) was submitted to the board for a deduct of \$411,979.52. The deduct was due to a change in oil. **Mr. Nelson motioned to approve, Mr. Kadrmas seconded. Motion carried.**
- b. **2006 Projects** – Mr. Aldinger stated that the abstracts for the land purchases are up and ready to go and the reimbursement has been sent to the FAA. The perimeter fence is complete except for the gate adjacent the new ARFF/SRE building. The progressive estimate is for all but 4000-feet of fence removal. The project went very well. Wick construction has had all the concrete poured. Aldinger said that there has been some spider web surface cracking. The cracking is being investigated at this time. Change order (no. 2) of \$6,864.00 for relays, fiberglass holding tank, and a change in paper towel dispensers. **Mr. Nelson motioned to approve, Mr. Kadrmas seconded. Motion carried.** The building should be in sometime this week and due to it being so late in the season Wick has let Mr. Aldinger know that they will most likely not get the seeding around the building done until the spring. Mr. Kadrmas questioned when the farming bids for the new land would be made. Mr. Merrick said he would check into when farming lease needed to go out and how it could be rebid.

6. **MESABA AVIATION, INC.:**

- a. **End of the Month Report** – reviewed, no further comments made.
- b. **Passenger Boarding Summary** – reviewed, no further comments made.

7. **JAMESTOWN DRAG RACING ASSOCIATION:**

Mr. Anderson said that the DRA had 160 cars, 735 paying spectators, and about 1,000 viewers. Mr. Anderson asked during the JRA meeting if there was anything the airport could do to improve the Drag Racing for future years; the JRA said that things went well. Mr. Kadrmas said that the one comment he had heard from Mr. Christianson was that beans in the field took away from the overall parking capabilities, but that should not problem next year with all the farming occurring outside the fence line. Rubber was removed following the event.

8. **JOINT RESOLUTION:**

Mr. Klingenberg reported that the Joint Resolution was passed by both the city and count commission. The change to the resolution was that the mayor can now be on the airport authority. **Mr. Kadrmas moved to approve the Joint Resolution as printed, Mr. Nelson seconded it. Motion carried.** Mr. Kadrmas inquired when the new board would take over. Mr. Merrick said that as soon as the appointments are made then paperwork would need to be filed with the Secretary of the State. Mr. Klingenberg thinks that the appointments will be ready by the October meeting. Mr. Aldinger asked how the contracts would work with the new entity taking over. Mr. Merrick said the new board would most likely just ratify the existing leases and contracts as they now stand.

9. **PERSONNEL:**

- a. **Job Descriptions** -- Minor changes to the descriptions presented in the packet were discussed by Ms. Eckman and Mr. Klingenberg. Portions of the descriptions for the

secretary and treasurer board members can also be found in the job description of the airport manager. Clarification of the job description was obtained by the board members. Mr. Nelson asked questions regarding the reasoning for the job description for a board secretary and board treasurer. Ms. Eckman explained that even though she currently performs those duties and the duties are written into her job description, it will up to the new board whether they want her to continue to perform these functions or if it will want to assign those functions to members of the board. **Motion to approve the job descriptions was delayed until the new board takes over.**

- b. **Direct Deposit of Payroll** – Ms. Eckman described the current way payroll is distributed and the problems associated with it when someone is sick or on vacation. She along with Mr. Rene looked into the possibility of doing a direct deposit of the payroll. Currently, enrollment fees are being waived by Wells Fargo, but the cost of doing direct deposit is \$10/month. Ms. Eckman will attempt to get the fees all waived. **Mr. Kadrmas made the motion to approve up to include direct deposit, Mr. Nelson seconded it. All members voted in favor, motion carried.** Mr. Grabinger questioned the amount exceeding \$10/month. **Mr. Kadrmas made the motion for the cost not to exceed \$150 per year. Mr. Nelson seconded the motion. All members voted in favor.**
- c. **Personnel Annual Review/Raise** – Mr. Anderson's review was discussed. Ms. Eckman explained the training listed for Mr. Anderson. Mr. Grabinger questioned the need to train all employees. Ms. Eckman explained the training was needed to keep the employee from making mistakes which might result in fines with federal agencies. **Mr. Nelson made a motion to approve the recommended salary raise and the training subject to further approval, Mr. Kadrmas seconded the motion.** Mr. Grabinger questioned why the employees each employee was done at the annual review, rather than all at one time. Ms. Eckman explained that this was how the reviews/raises had been written into the employee handbook. **Motion carried.**
- d. **Administrative Assistant** – Ms. Eckman gave the board members an update on the current situation surrounding the administrative assistant position. So far no applicants have been hired.

**10. REPORT ON LAST MONTH'S INVESTIGATIVE COMMITTEE:**

Mr. Nelson reported that the committee, reviewed the agreement in question, but recommended that the chairman reappoint the committee to look further into other agreements which the committee ran across which may not be in compliance. Mr. Kadrmas said that he felt that there were multiple leases which should be reviewed for compliance issues. Mr. Klingenberg reappointed the same committee to continue the investigation on Summit's leases. Mr. Grabinger requested that the airport manager find a signed copy of the document dated October 1998. Mr. Kadrmas stated that there are a lot of unsigned leases in the tenants' files. Ms. Eckman stated she had never seen the document in question. Mr. Nelson said that he would continue to look for signed versions of the original documents.

**11. UPDATE ON THE WILDLIFE ADVISORY CIRCULAR:**

Ms. Eckman stated a mistake in the presentation of the updated Wildlife Advisory Circular she presented last month. The trainer needed to have 30 hours of training. Ms. Eckman stated that the Bismarck Airport is hosting a training session in October. She plans on sending both Mr. Hassler and Mr. Anderson to this training. Advisory Circular states that the training is only needed for airports with approved wildlife management plans. Ms. Eckman stated by doing the training now the airport will be ahead of the game when it comes to training.

**12. APPROVAL FOR SIGNATORY VS. NON-SIGNATORY LEASE AGREEMENTS:**

Ms. Eckman stated the problems with certain tenants refusing to sign leases. She told the board that other airports are going to a new fee structure based on having a signed contract verse not signing the contracts. The structure is 1.5 to 2-times the standard rate if a tenant

refuses to sign the lease. Ms. Eckman requested that the authority decide on a policy for tenants who have not signed leases. **Mr. Nelson moved to approve the policy to charge 2 times the normal rate for tenants with unsigned leases. Kadrmas seconded it. Motion carried.** A thirty-day notice will be sent out to allow tenants sign and return leases prior to implementation of the new policy.

13. **BEN MEIER'S LEASE/ACCOUNTS PAYABLE:**

Ms. Eckman stated Mr. Meier wanted to speak to the board regarding his lease and the increase in charges. Ms. Eckman explained the oversight last year in not charging Mr. Meier for all the property he currently owns buildings on and also his lack of signing the lease sent to him last year. Ms. Eckman had presented the documents for the board's review of his space and the square footage and the going lease price. Mr. Meier did not show to voice his concerns.

14. **OTHER BUSINESS:**

a. **Hearings from the Audience –**

i. **Incentives for New Businesses –** Mr. Hermanson stated that he is in the process of purchasing Mr. Meier's hanger. He requested that the airport board look into providing some sort of incentive for new tenants/businesses on the airport. Mr. Nelson thought the idea that an incentive is a good idea, especially under the guise of new construction. Ms. Eckman said that by providing an incentive to any business may be construed by the FAA as default of the Grant Assurances. Mr. Kadrmas said that the policy may need to be looked into further and that maybe if a building is substantially improved that an incentive might be appropriate. Mr. Kadrmas and Mr. Nelson both wanted to look into the possibility further. **Mr. Kadrmas made a motion that Mr. Hermanson will be eligible for any future incentive policy that the board approves. Mr. Nelson seconded. Motion carried.**

ii. **Drag Races –** Mr. Christianson arrived and spoke about the drag races. The fence created a bottleneck, but the fence also was good for crowd control. Mr. Christianson presented a \$735.00 check for paid spectators. Over 80% of the cars were from out of town. Ms. Eckman said that two of the winners work on the airport. One was a TSA employee and one worked for Alpha opportunities. Next year Mr. Christianson would like to get the racers away from the main road and use the frontage road. Mr. Christianson said that the Jamestown Drag Racing Association is interested in continuing the races next year, too.

15. **MEETING ADJOURNED 1:50 P.M.**

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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 MUNICIPAL AIRPORT AUTHORITY  
October 17, 2006**

Today's meeting was called to order at 12:00 pm and adjourned at 1:36 pm.

1. **ROLL CALL:**

Chairman Klingenberg, Vice Chairman Teller, Mr. Nelson, Mr. Merrick, Mr. Grabinger, Mr. Neys, and Manager Eckman. ABSENT: Mr. Todd and Mr. Kadrmas. VISITORS: Mr. Aldinger, Mr. Boomgaarden (Interstate Engineering, Inc.), Mr. Anderson and Mr. Hassler (Jamestown Regional Airport), Mrs. S. Kadrmas (Summit Aviation, Inc.), Mr. Maack (Jamestown Sun), Mr. Meier (Jamestown Aviation, Inc.).

a. **Hearings from the Audience** – No hearings from the audience.

2. **REVIEW & APPROVE REGULAR MEETING MINUTES OF September 19, 2006:**  
**Mr. Nelson moved to approve the minutes as written with no changes or additions, Mr. Klingenberg seconded. All members voted aye, motion carried.**

3. **FISCAL REPORTS**

- a. **Review & Approve the Indebtedness Report** – Ms. Eckman informed the board that the indebtedness report was not in the meeting packet but has been added as 5b. Mr. Grabinger inquired about the fee for Jamestown Optimists Club. Ms. Eckman informed the board that it is a quarterly fee and is part of her contract – paying membership to one civic organization. **Mr. Nelson moved to approve to indebtedness report as presented by Ms. Eckman, Mr. Teller seconded. All members voted aye, motion carried.**
- b. **Financial Information as of August 31, 2006 & 2005** – Mr. Nelson asked that the current assets include the current receivables. Ms. Eckman said she would speak with Harold Rene to see if this could be included. Mr. Grabinger inquired about what is included in Lunches/Food. Ms. Eckman explained that meals included breakfast with the Chair to go over the agenda, other work related meals, and the board meetings. The board meetings are averaging \$60 per month in food costs.
- c. **Accounts Receivable** – Ms. Eckman stated that Avis paid their bill on 10/16/06 so they are no longer outstanding. Questions were asked about columns on the A/R Aging Summary. Ms. Eckman explained that the current column is the charges billed this month and 1-30 is not overdue until they reach day 31. Ms. Eckman stated that Mesaba has only paid its landing fees for the last month. Questions were asked about Mesaba and their bankruptcy situation. Should the people who administer funds for the essential air service be put on notice? Mr. Merrick informed the board that since Mesaba is in bankruptcy, a bankruptcy trustee takes care of that, so if we don't see payments we need to go to the bankruptcy trustee. Mesaba is under a plan and they are expected to follow that plan – the plan says Mesaba should be paying us.
- d. **Budget vs. Actual 2006** – Mr. Nelson inquired about including a budget vs. actual each month instead of an annual report – possibly exporting from Quickbooks into Xcel. Ms. Eckman informed the board that the budget portion of Quickbooks Basic Edition is difficult to work with. She is not sure if upgrading the program would improve part of the program.

e. **2005 Audit –**

- i. **Linda Mohn** went through the airport's audit report. Mr. Nelson asked if there are any areas needing improvement. Ms. Mohn stated that there should be a written policy for credit card use. **Mr. Nelson motioned to approve the audit. Mr. Teller seconded. All voted aye, motion carried.**

4. **Report from Investigative Committee:** The committee comprised of Mr. Nelson, Mr. Grabinger and Mr. Todd (Mr. Todd being absent) presented it's report to Chairman Klingenberg, copy attached. Mr. Nelson indicated that the subject agreements were reviewed by Mr. Nelson, Mr. Grabinger, Chairmen Klingenberg and Attorney Merrick. According to the agreement, Summit is in violation of at least two items – providing aircraft rental, instruction, charter, refueling and storage. Mr. Nelson suggested that the board should give a letter to Summit giving them 60 days to resolve these issues. Suggestions were made that lease programs be updated and make sure all contracts are up to date. Ms. Eckman explained her recommendation of making a new addendum to Summit's lease. Mr. Nelson states that an operator who provides services should not be able to pick out only the most profitable of their operation and that he thinks 60 days is enough time to become in compliance. Mr. Grabinger added that an investigative committee was put in charge of this and out of courtesy provided information to Summit when they only needed to report back to the board. Chairman Klingenberg wants to make sure all board members see all of the information. Mr. Nelson thinks the letter should come from the board and not from the investigative committee. Chairman Klingenberg asked Mr. Merrick if Summit is allowed to discontinue their instruction services if the airport will be allowed to advertise to get someone who will provide those services. Mr. Merrick states there should be no problem with that. Ms. Kadrmas stated her appreciation to the board, and that she and Mr. Kadrmas are willing to meet with the board or a committee to work out an arrangement that is agreeable with everyone. Chairman Klingenberg states that the airport authority needs to look out for the best interest of the airport as a whole and that Mr. and Mrs. Kadrmas will be included as things move forward. **Mr. Teller moves to go forward with the letter to Summit. Mr. Nelson seconded. Motion carried.**

5. **INTERSTATE ENGINEERING, INC.:**

- a. **2005 Projects –** Mr. Aldinger stated that all checks have been picked up by the previous land owners and all that is left to complete is to update the abstracts. The abstracts should be the only cost left for that project. The runway project is close to being finished. After the last meeting, the gates were not working, but changes were made and the gates are working now. Mr. Aldinger suggested holding closeout fees for Northstar until the closeout report gets accepted. Strata came and finished most of their work and should be done by the end of the week. The only part left on the AIP grant is the environmental assessment on 2.6 acres of land for taxiway extension and it should be done by the end of the month. The environmental assessment for the rest of the airport is still in the works and will need a public meeting.
- b. **2006 Projects –** The ARFF building is going well, but the weather is not cooperating. Dakota fence will be coming to complete their fence. **Change order (#3) for the ARFF building for \$435 was discussed. Mr. Nelson made a motion. Mr. Teller seconded. All members voted aye, motion carried.** Wick Construction sent a letter asking for a 6 week extension for a design change. Mr. Aldinger recommended waiting until the December meeting to decide on the extension. **Mr. Nelson made a motion. Mr. Teller seconded. All members voted aye, motion carried.**
- i. **Removal of pile near Mr. Nohrenberg's Hanger –** Ms. Eckman stated it would cost about \$1000.00 +/- \$200.00 to remove the pile and the budget has \$1000 for landside grounds that has not been spent this year. Mr. Aldinger thought the price was fair. Mr. Nelson questioned during the eliminating of the wildlife protected area if the airport can

legally dump/bury pile in that area. Mr. Aldinger said by next summer with the taxiway project, we may be able to bury some, but it would need top soil, but it may not be good for fill. Ms. Eckman stated it may take 7 trips/14 truckloads to remove the pile. **Mr. Nelson made motion to give Ms. Eckman authority to negotiate. Mr. Teller seconded. All voted aye, motion carried.**

6. **Mr. Ben Meier** requested being a part of a group meeting on new regulations on minimum standards of leases.
7. **MESABA AVIATION, INC.:**
  - a. **End of the Month Report** – reviewed, no further comments made.
8. **Portfolio Presentation – Mr. Nelson:**
  - a. **Financial Control** – A brief overview was given by Mr. Nelson. Mr. Nelson also suggested the person who receives an item should initial the invoice so we can be assured that the item was indeed received.
  - b. **Contract/Lease Negotiations** – Mr. Nelson stated that the portfolio needs to be reviewed and consolidated into one function to review, update leases, contracts and enforcement of the lease. Mr. Nelson proposed sending a letter to tenants about upkeep of their hangers and surrounding areas to document points made in a conversation between Mr. Nelson and Mr. Nohrenberg so it can be kept on file. Mr. Teller stated he agreed with Mr. Nelson. Discussion was held on the similarity of leases for everyone. Chairman Klingenberg inquired about rewriting all leases. A statement was made that current leases are not bad, but the airport may be able to strengthen standards on appearance of the buildings as well as what the airport will do if tenants do not follow the standards. Chairman Klingenberg suggests a committee to go through leases bring them up to date.
  - c. **Airport Insurance** – Basic airport insurance coverage is provided in part by two government entities, providing \$2 million per occurrence, \$1 million individual, personal injury. Mr. Nelson is satisfied with the coverage. Insurance coverage is in line with the leases –the airport should be listed as additional named insured, where is our exposure/risk. Mr. Teller inquired about coverage for chemical spills/cleanups. Mr. Nelson is not sure that it does, but covers slips/falls, exposure. Mr. Nelson recommends having three different limits for coverage – ag, commercial and private operation.
9. **Incentives for New Businesses:** Ms. Eckman states that according to our grant assurances, we are to treat all businesses fairly and equally, and we also need to maximize income. Speaking with the FAA and the ND Aeronautics Commission, they are more in favor of entities such as Local Economic Development Corp, JSDC, or the State economic development support to provide incentives rather than the airport itself.
10. **Insurance Minimum Requirements:** discussed under Mr. Nelson’s portfolio presentation – airport insurance.
11. **Meeting Date & Time Change:** The meeting schedule was changed to the 2<sup>nd</sup> Wednesday of the month.
12. **Employee Training Seminars:** Ms. Eckman looking for ASOS class for Jon. A training Ms. Eckman would like to take is in January and it would cost about \$1000. This training is to receive accreditation (AAE – Accredited Airport Executive). Ms. Eckman is already 2/3 through process. The last 1/3 is an oral exam in front of board of examiners for two hours. Being accredited will require continuing education credits. Mr. Nelson recommends an agreement between Ms. Eckman and the airport that she stay with airport for a designated time period. It was stated that making a person stay is not enforceable, but having a

proportional payback agreement would be enforceable. **Mr. Nelson moves to approve a one year payback provision. Mr. Teller seconded. All voted aye, motion carried.**

**13. OTHER BUSINESS:**

- a. Discussion was made about what would happen if Jamestown Regional Airport would liquidate, where would the money and land go.

**14. MEETING ADJOURNED 1:36 P.M.**

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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 MUNICIPAL AIRPORT AUTHORITY  
November 8, 2006**

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

1. **ROLL CALL:**

Chairman Klingenberg, Vice Chairman Teller, Mr. Nelson, Mr. Merrick, Mr. Grabinger, Mr. Neys, Mr. Todd, Mr. Kadrmas and Manager Eckman. VISITORS: Mr. Aldinger, Mr. Boomgaarden (Interstate Engineering, Inc.), Mr. Bill Friestad (Wick Construction), and Mr. Anderson and Mr. Hassler (Jamestown Regional Airport).

2. **Hearings from the Audience –**

- a. Wick Construction is requesting a six week extension on the ARFF building project. Wick feel unable to wait until the December meeting to request this extension because they need to inform their contractors to keep them available. The reason for the extension is because of a reclassification of the building because the fire truck will be housed there. Mr. Aldinger stated that there were weather problems that the contractors had to contend with. The problem with not giving an extension is that the contractors will rush to complete the project in the time they were given to avoid the additional cost to them if they go beyond the completion date. Mr. Aldinger's recommendation is to give the six week extension. Ms. Eckman was asked if this extension would cause any problems with airport operations. She stated we would wait until this spring to move most items into the building. Mr. Aldinger did not see any problems with giving the extension. **Mr. Kadrmas moved to approve the six week extension. Mr. Todd seconded the motion. All members voted aye, motion carried.**
- b. Mr. Aldinger brought up the three types of cracks in the ARFF building floor: surface cracks, meandering cracks (both of which Mr. Aldinger does not see as a problem) as well as some open cracks. Midwest Testing came out and did testing on the concrete and found it to be sound and durable. Wicks Construction said they will paint the concrete with an epoxy paint, but they do not take any responsibility for the cracking. Wicks gave an estimate of \$14,500 to paint the floor. Mr. Aldinger feels painting the floor would be a good idea because it will cover everything up as well as seal everything up. A question was asked about the kind of paint. It was stated that it is a commercial grade epoxy paint that is a two part mixture. Mr. Teller feels that it would be best to do it before moving in to the building. Mr. Aldinger will check with the FAA about payment. Chairman Klingenberg stated that the board will wait to hear from Mr. Aldinger about the FAA paying for the painting of the ARFF building floor before voting on this issue.
- c. Mr. Aldinger mentioned that there is a ground to air radio in the existing shop that has an antenna on the roof. He did not know about this radio when they were doing the designs. Ms. Eckman had asked him if they could move the old antenna or buy a new antenna. The FAA said the antenna is not an eligible item because there are already radios in the trucks and vehicles. If the airport goes forward with moving the antenna or buying a new one, the airport will need to pay the entire cost. Mr. Aldinger stated that there are three options for this antenna. It was asked what the problem was with the old antenna. Mr. Hassler informed the board that there is nothing wrong with the old one, but it would cost about \$600 to move it plus the cost of the coax cable for a max of \$800. **Mr. Nelson moved to add the conduit and move the existing antenna. Mr. Teller seconded the motion all voted aye. Motion carried.**

3. **REVIEW & APPROVE REGULAR MEETING MINUTES OF October 17, 2006:**  
Mr. Nelson had a modification to paragraph four he offered. He wanted the first sentence changed to read "Committee comprised of Mr. Nelson, Mr. Grabbing, and Mr. Todd (Mr. Todd being absent) presented it's report to Chairman Klingenberg, copy attached. Mr. Nelson indicated that the subject agreements were reviewed by Mr. Nelson, Mr. Grabbing, Chairman Klingenberg and Attorney Merrick." **Mr. Nelson made a motion to make the change, Mr. Todd seconded. All voted aye, motion was carried. Mr. Nelson moved to approve the minutes as amended, Mr. Teller seconded. All members voted aye, the motion was carried.**
4. **FISCAL REPORTS**
- a. **Review & Approve the Indebtedness Report** –Ms. Eckman stated that the new employee had printed the indebtedness report before entering all of the monthly obligation. Every board member received a new copy of page five, six and six A with the new accounts payable. **Mr. Nelson moved to approve to indebtedness report as presented by Ms. Eckman, Mr. Todd seconded. All members voted aye, motion carried.**
  - b. **Financial Information as of September 30, 2006 & 2005** – Mr. Nelson had a question about the display of the figures. Ms. Eckman explained that this report is made by Harold Rene and Associates showing a full accrual statement. Mr. Nelson feels the statement is not correct. Ms. Eckman explained that she was already in possession of this statement when it was requested and has not had a chance to talk with Harold's office about having the statement changed.
  - c. **Accounts Receivable** – Reviewed, but no comments were made.
  - d. **Budget vs. Actual 2006** – The board questioned the negative numbers showing on the income for the budget. Ms. Eckman explained that the numbers represent what the board approved last year for the budget. Mr. Nelson stated that it is a full budget amount. Ms. Eckman said she can not do the report different with the current computer program.
  - e. **Quickbooks 2007 Software** – Ms. Eckman said that the new version costs \$179 with a \$20 rebate. She is sending her new employee to quickbooks training and there is no longer training on the current version that we have (2004 Basic). The new employee will be training on the 2007 software and Ms. Eckman is requesting upgrading to the 2007 professional software. **Mr. Todd made a motion, Mr. Kadrmas seconded. All members voted aye, the motion was carried.**
5. **INTERSTATE ENGINEERING, INC.:**
- a. **2005 Projects** - Mr. Aldinger stated that the runway project is nearing the end. The runway portion with Northstar Materials has been finalized and everyone is happy. Mr. Aldinger has received the final progressive estimated and change orders and they have all be signed by everyone. Strata Corp. finished up this week putting the new regulators in and the final inspection has been done. The progressive estimate takes care of all but \$1000. Mr. Aldinger will have one more estimate for them to take care of the \$1000. The taxiway A extension environmental assessment is almost done. Interstate Engineering has submitted their final bill. Along with the environmental assessment we need to mitigate the 2.6 acres of wetland. At this time the airport does not have a contract with Interstate Engineering to do so. Mr. Aldinger and Rick Moch, Interstate's environmental guy, are going to Bismarck to meet with the US Fish and Wildlife to decide how to mitigate the wetland. There are a few options to consider. Mr. Aldinger was asked if it is possible to add onto wetlands that have already been established. Mr. Aldinger believes that would be a possibility.
  - b. **2006 Projects** – All issues concerning the ARFF building have already been discussed. The overhead doors are going on today and it should be getting heated in the next week or so. Only one abstract update is being waited on for the land acquisition project. Interstate is currently working on the environmental assessment for the airport to mitigate

the big sloughs. Dakota fence has completed their work on the fence and had their final inspection yesterday. Questions were asked about who is paying to heat the ARFF building if Wick Construction is bringing in electric heaters. Mr. Aldinger will look into that issue. Mr. Aldinger checked into this issue during the meeting and found that the contractor would be responsible for heating the building during the rest of their construction.

i. **Antenna (Pages 25-27)** – This issue was discussed during the hearings from the audience at the beginning of the meeting. (See 2c.)

6. **MESABA AVIATION, INC.:**

a. **End of the Month Report** – Comments were made about the numbers being wrong. Ms. Eckman is unsure of the reason numbers were lower, possibly because of the bankruptcy issues Mesaba is face with at this time.

7. **EMPLOYEE TRAINING SEMINARS:** Ms. Eckman stated that both Mr. Hassler and Mr. Anderson went to a wildlife training in Bismarck that was a requirement of the 139. At this seminar, there was discussion about the rodents and pests on the airfield. Last summer local exterminators were called to take care of the pocket gophers, unfortunately none of them handle those pests. It was suggested that someone at the airport gets trained on herbicides and rodenticides. The cost of this certification will be \$80 per person, with plans on only sending one employee through the training at this time. Ms. Eckman also stated that Mr. Anderson is looking into the EMT Basic class starting in January. The cost is \$600 and the Jamestown Area Ambulance will be paying for half of this cost. Ms. Eckman asked the board to approve paying for half of the training fee as well as the testing fee with a total coming to \$425. Mr. Kadrmas stated he likes the idea of having someone on staff that is trained as an EMT, but was questioning the liability that airport will be opened up to having an EMT on site. Mr. Merrick stated that the good Samaritan law should cover that person. Questions were asked about employees asking for an increase in pay because of training they received at the cost of the airport. Mr. Anderson stated that he is not planning to ask for more money, he wants to further his education and training resources. Because of being involved at the fire department as well as at the airport and trying to take over some of the chief roles at the airport and maintaining the rest of the crew he would like to get as much training as he can. Board members questioned whether it has a required value to the airport. Ms. Eckman spoke of the response time of the area ambulance. Concerns were expressed about losing employees after they receive additional training. Chairman Klingenberg suggested requiring an employee stay employed at the airport for a specified period of time or a part of the training cost would be recovered. **Mr. Kadrmas moved on behalf of the training on the condition that Mr. Anderson agrees to repay the cost of the training if he leaves within two years. Mr. Todd seconded. Discussion was had about the increasing amount of training required and requested by employees. All members except Mr. Teller voted aye, the motion was carried.**

8. **JOINT RESOLUTION:** Ms. Eckman gave an update of the last county meeting. The State's Attorney for the County discussed his concerns about the joint resolution for the airport authority. His concerns lie in the liability toward the County by the verbiage in the joint resolution which forces the County to appoint one of the county commission members to the airport authority. He has found cases where that has become a liability for the municipality in question. He has requested that the verbiage be removed and that the County be allowed to appoint members at large. Additionally he had questions about the insurance that the airport currently holds. He has been in contact with Jeff Anderson, the airports insurance representative. He wants the airport to put the County as an insured. Mr. Anderson will not recommend that the airport put the County down as an insured because then the airport is liable for anything the County does. The insurance representative would suggest the airport put the County down as an additional insured at no additional cost. Chairman Klingenberg states he does not have a problem with whether the County appoints one of its members or a member at large. Mr. Nelson states he agrees and that he thought it would be a benefit for communication purposes between the County and the airport. There was

discussion about a special meeting to finalize issues concerning the joint resolution. Ms. Eckman stated that the County has already approved the joint resolution pending the attorneys agreeing on all of the verbiage in the resolution. Ms. Eckman questions whether they need to go back to the City Council if the verbiage is changed.

9. **OTHER BUSINESS:**
  - a. **NIMS Training** – Ms. Eckman stated that she has signed a contract with Daktel to get the high-speed internet hooked up with in a month or so. At that point she will host a NIMS training at the airport.
  - b. **Tumbleweeds** – Chairman Klingenberg feels the tumbleweeds will cause a problem this winter when it snows and the wind picks up. There is concern about the fence being blown down. There was discussion about possible solutions. The decision will be left up to the airport employees.
  - c. **Flowers** - Mr. Todd expressed his thanks to the members of the authority for sending the flowers when his Mother-in-law passed away.
  - d. **InfraGard Meeting** – It was explained that InfraGard is a part of the FBI. There is no cost to be a member and it allows access to the unclassified database. They are focusing on soft targets in rural areas, showing the vulnerabilities. Application forms are available if there is interest.
10. **MEETING ADJOURNED TO EXECUTIVE SESSION AT 1:25 P.M.** – According to North Dakota Open Meeting Laws the meeting was adjourned to Executive Session. **Mr. Nelson moved to adjourn to Executive Session, Mr. Teller seconded. All voted aye, motion carried.** Mr. Nelson stated the executive session is needed to discuss personnel matters that came up from the previous meeting. (After the meeting, Mr. Tom Merrick cited NDCC § 44-04-19.9(9) since the topic was the negotiating strategy on the Summit Lease.)
11. **EXECUTIVE SESSION ADJOURNED AT 1:55 pm**
12. **MEETING ADJOURNED AT 1:58pm**

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**Johnny Klingenberg**  
Chairman  
Jamestown Municipal Airport Authority

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



**SPECIAL MEETING MINUTES FOR THE  
JAMESTOWN MUNICIPAL AIRPORT AUTHORITY  
December 14, 2006**

**Today's meeting was called to order at 5:00 pm and adjourned at 5:55 pm.**

1. **ROLL CALL:** Chairman Klingenberg, Mr. Nelson, Mr. Grabinger, Mr. Neys, Mr. Todd, Mr. Merrick, and Manager Eckman. VISITORS: Mr. and Mrs. Kadrmas (Summit Aviation), Mr. Anderson (Jamestown Regional Airport), and David Maack (Jamestown Sun)
2. **Investigative Committee Report and Summit's Response:** Chairman Klingenberg stated the reason for the special meeting being the allegations made against Summit Aviation and the report submitted by the investigative committee. Summit Aviation was given 60 days to respond. Mr. Kadrmas requested a meeting to respond to the written report.
  - a. **Mr. Kadrmas** – Mr. Kadrmas stated that things have changed since the lease was originally signed and he was not presented with the operations agreement when the lease was signed. Mr. Kadrmas said that according to the Airport Manager at the time, Summit was not going to be held to do things that Mr. Meier was doing. He said Summit Aviation is doing everything except for holding a charter certificate and operating the aircraft dealership. The aircraft dealerships have all but disappeared. Mr. Kadrmas spoke about the current economic conditions affecting aircraft dealerships giving examples of both local and national concerns. Mr. Nelson stated that for the purposes of this meeting, the board was not concerned with the dealership, but the other services. Mr. Grabinger asked about providing instruction. Mr. Kadrmas informed the board that he is currently certified to perform flight instruction. Mr. Nelson was concerned about aircraft rental, instruction, etc. Mr. Nelson asked Mr. Kadrmas if he had just become recertified. Mr. Kadrmas answered yes. Mr. Nelson stated he spoke with the FAA December 12, 2006 and the FAA said Mr. Kadrmas was not certified. Mr. Kadrmas stated that it can take up to 120 days from when the permit is received in the mail to be on the FAA's record. Mrs. Kadrmas added that the reason the recertification process for Mr. Kadrmas took so long to complete was because of delays by the FAA. Mr. Kadrmas spoke of charter services in the area, indicating who is or is not providing services and reasons why. Mr. Kadrmas informed the board that charters are available out of the airport because Summit will arrange the charter with another service. He also indicated that the cost for one particular chartered flight was about \$800 less than Summit would have been able to provide the service for. Mr. Kadrmas informed the board the reason that Summit is not providing the charter service themselves is they were only averaging 12 hours per month and they needed 22 hour to break even.
  - b. **Mrs. Kadrmas** - Mrs. Kadrmas stated that the remaining items are fixed or have always been in place.
  - c. **Chairman Klingenberg** - Chairman Klingenberg stated that the board formed the investigative committee to look into what services Summit Aviation is providing, it was understood that the committee would be responsible for investigating the alleged discrepancies and write a report and presented it to the board. Chairman Klingenberg stated that on the advice of the attorney, the board should give Summit 60 days to respond. Chairman Klingenberg asked the members of the investigative committee to respond to Mr. Kadrmas' statements.

**d. Mr. Nelson** – Mr. Nelson restated that he had no problem with the dealership portion of the lease, but there were complaints that were passed on to the board by the Mayor as well as other people, that they were unable to get instruction and aircraft rental as well as charter. Looking into these matters, the committee found that, in the committee's opinion, the services were not being offered. The committee feels that the taxpayer of the community wants to come out to the airport to get these services and that not having them available is a real detriment to the airport. Mr. Nelson wanted to respond to the written response from Summit Aviation dated December 4, 2006. He stated that in paragraph two, Mr. Kadrmas indicated that the agreements are dated 1979. Mr. Nelson feels that this date is not accurate since the initial agreement is dated 1979, but there are addendums that have been added as recently as October of 1998. Discussion was had about information provided in Summit's response letter about other businesses that were cited. Mr. Nelson cited statistics from the General Aviation Manufacturers Association and the National Aero Transportation Association, the umbrella organization for charter aircraft operators. Mr. Nelson feels the state of the operation is good and it is just a matter of taking advantage of the changing times and moving with that industry. Mr. Nelson wants to ensure that anyone who wants to come out to the airport and rent an airplane or get instruction and possibly charter is able to do so, and it is the board's responsibility to ensure that is possible. Mr. Nelson states that up until the day before the last meeting, Mr. Kadrmas had no airplane to provide instruction or rental to the public since it had been in repair for most of the year. Mr. Kadrmas disagreed with that statement saying that the plane was out of commission for one day less than four months and Al Lamp did not finish his work on the aircraft for two and a half months and then the cost was about three or four times more than what Al Lamp had anticipated, and it took six weeks for Summit to get his money plus the avionics money that they were not expecting. Mr. Nelson states that his point was that there was a good period of time the public was not able to get rental or instruction, and the board wants to make sure the public can come out at any time and be able to receive those services, or the taxpayer is wasting all of its money by doing all of the runway maintenance and providing a facility for general aviation to prosper in. He also states that if an operator can not offer those services, then the board needs to find an operator who can. Mr. Kadrmas informed the board that the original plan was to take the plane over to Bismarck to have it repaired since Al Lamp is busy and is not always able to get things finished in a timely manner. The plane could have been done in two days in Bismarck, but two days before they were scheduled to take the plane over, an exhaust leak was discovered and they were then unable to fly the plane to Bismarck so it had to be done here. Mr. Kadrmas responded to Mr. Nelson's articles about charter service, indicating that the article's information is nationwide and charter is actually up more than what the article stated in the larger communities. He also states that a majority of charter service is coming from the larger communities. Mr. Nelson states that the goal is to have services available for the public to fly, get instruction and rent aircraft. Mr. Todd added that the statistics are going to be larger in larger communities and that he agrees with Mr. Nelson in that the airport needs to have these services available. Mr. Todd also states that from the information presented at the meeting, he does not think the charter business is feasible, but if Summit is able to arrange charter service, than that is no longer an issue. Mr. Kadrmas informed the board that they have agreements with both Aberdeen Flying Service and Fargo Jet Center – they pay a 5% finders fee for Summit booking charter flights for people with there service. Summit also has contracted out to Devils Lake. Mr. Todd said that he is sure that the dealership industry has changed over time. Mr. Todd also stated he feels they are dealing with an agreement that is out of date and needs to be updated so the agreement reflects what the board thinks is needed on the airport now as opposed to 20 years ago. Discussion was had about the problems with the leases the airport has with Summit as well as other lease holders and the lack of consistency. Mr. Nelson states that he does not mind modifying the addendums as the board and the investigative committee sees fit, but

the board needs to act in the best interest of the airport. Mr. Merrick agrees that the board needs to decide where to go from here, what are the expectation of the airport and the community. Mr. Merrick thinks the board needs to keep in mind that there are expectations that they need to keep some services available or the board is making a mistake for the community and the board needs to make a new lease agreement. Chairman Klingenberg states that he recalls many times over the past summer that there was no one available at Summit. Mr. Kadrmas disagreed, saying that they do have a fulltime employee. Discussion was had about the availability of someone at Summit to deal with the public requesting services. Mrs. Kadrmas informed the board that neither Mr. Kadrmas nor she was ever contacted by the investigative committee while the committee was gathering their information for the report to present to the board. Mr. Kadrmas shared the incorrect information that was gathered by the investigative committee.

- e. Mr. Nelson** – Mr. Nelson stated that he would not be opposed to deferring action and modifying the lease, making an additional addendum to exclude the aircraft sales and possibly the charter service. Mr. Nelson wants to make sure the expectation of the public are met and keep a current review. Mr. Kadrmas stated Summit can keep track of the charter inquiries they get and the charters that actually happen. Discussion was had about writing a new lease or writing another new addendum to update the lease. **Mr. Nelson made a motion to defer action for 60 days and create an addendum to inapplicability of aircraft sales and approach to looking into the need for charter service. Mr. Todd seconded. All voted aye, motion carried.**

**Meeting adjourned 5:55 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 MUNICIPAL AIRPORT AUTHORITY  
December 18, 2006**

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

1. **ROLL CALL:**  
Chairman Klingenberg, Vice Chairman Teller, Mr. Nelson, Mr. Todd, Mr. Merrick, Mr. Grabinger, Mr. Neys, and Manager Eckman. VISITORS: Mr. Aldinger, Mr. Boomgaarden (Interstate Engineering, Inc.), Mr. Davidson (American Buildings), Mr. Pommerer and Mr. Friestad (Wick Construction), and Mrs. Malmedal, Mr. Anderson and Mr. Hassler (Jamestown Regional Airport), Mr. Maack (Jamestown Sun), Mrs. Kadrmas (Summit Aviation) and Ms. Parisien (Jamestown City Council).
2. **Hearings from the Audience** – No hearings from the audience.
3. **REVIEW & APPROVE REGULAR MEETING MINUTES OF November 8, 2006:**  
**Mr. Nelson made a motion to approve the minutes, Mr. Todd seconded. All voted aye, motion was carried.**
4. **FISCAL REPORTS**
  - a. **Review & Approve the Indebtedness Report** – Indebtedness report was reviewed, no comments made. **Mr. Nelson moved to approve to indebtedness report as presented by Ms. Eckman, Mr. Todd seconded. All members voted aye, motion carried.**
  - b. **Financial Information as of October 31, 2006 & 2005** – Ms. Eckman informed the board that Mr. Harold Rene will begin the accrual process in 2007, there are too many things to adjust at this point for 2006. **Mr. Todd moved to approve the financial information. Mr. Nelson seconded. All members voted aye, motion carried.**
  - c. **Accounts Receivable** – Ms. Eckman was asked what Birding Drives Dakota owes the airport for. Ms. Eckman said they have an advertisement in the terminal. Mr. Nelson asked what COJ stands for. Ms. Eckman told him it stands for City of Jamestown and the money was for tax money we received from the city. The amount is showing as a negative number because we did not have an invoice to match the payment too, but we will be creating an invoice to clear up that account properly. Ms. Eckman also explained that we have a credit with CHN Capitol and that a check for that amount had been requested, but we are still waiting for that check.
  - d. **Budget vs. Actual 2006** – Budget was reviewed, no comments were made.
5. **INTERSTATE ENGINEERING, INC.:**
  - a. **2005 Projects** – Mr. Aldinger stated that the runway project and the terminal area fencing just need to do the final closeout report, but he needs the environmental assessment so it will be a while before the report is done. There is a balancing change order for Strata Corp. Strata finished up all of their electrical and the change order is done to bring the balance due up to what they actually used on the project. The change order is for \$19,827.60 for some additional work Strata did, but they are still coming in way under budget. **Mr. Nelson moved to approve balancing change order #7. Mr. Todd seconded. All members voted aye, motion carried.**
  - b. **2006 Projects** – Mr. Aldinger informed the board that the perimeter fence is all done except for the final closeout report which will be included with the ARFF building. There is a balancing change order for \$1,039.83 to Dakota Fence because the actual footage of the fence was a little more than had been measured. **Mr. Nelson moved to approve balancing change order #1. Mr. Todd seconded. All members voted aye,**

**motion carried.** Mr. Davidson from American Buildings spoke about the roof on the ARFF building. After the roof was done, it was discovered that American Buildings supplied a different roof from what was specified. There are minor differences, but Mr. Davidson wanted to bring it to the boards attention to decide how to proceed. Mr. Davidson informed the board that they are very similar roof systems with the only difference being how it is mechanically seamed. One is snapped down mechanically and the other is rolled like a barrel in a 360 roll over, but performance is going to be the same. American Buildings engineering department designed the building with the wrong roof. The roof is still meeting all of the requirements that were needed. Because of the mistake, there has been a credit issued to Wick Construction. The warranty for the weather tight and the finishes has been increased to a 20 year warranty at no extra charge. A question was asked about the purpose of the rolled seam. Mr. Davidson informed the board that it was developed in the 1960's and after the patent ran out, all manufacturers adopted that for a marketing tool. In the Florida region, up until a few years ago, the rolled seam was the only seam allowed because of the hurricanes and winds. It has now been discovered that the snap down seam also meets the same requirements provided it is engineered accordingly: more pearlings, more screws, etc. Mr. Davidson stated that the only way to remove the 360 rolled roof is to saw it off, whereas with the snap down roof, it is possible to unsnap the seam and remove sheets without having to remove the whole roof. A question was raised about why the original design was for the 360 rolled roof. Mr. Aldinger said he is not sure if there was a reason for it or not, it is just the way the architect designed the building. Mr. Aldinger did some checking on this issue himself, he talked to the architect who designed the building, as well as someone within Interstate Engineering and they did not see a problem with the roof. Mr. Aldinger also mentioned that he checked with some manufacturers and they told him the only cost difference between the two roofs is the cost of renting the machine to do the 360 crimp. Wick is offering a \$970 deduction in change order #4. Mr. Aldinger informed the board that the FAA will not cover any of the cost for painting the floor in the ARFF building. The cracks are tightening up since the building is warming up. Mr. Aldinger talked with Randy Pope and Mr. Pope's opinion is that the cracks are meandering and that will make them difficult to saw cut the cracks and seal them. Mr. Pope feels it would be better to leave the cracks for now and wait until spring. If the cracks do open up, there are always crack sealing jobs on the airport and these cracks can be repaired during one of those jobs. Mr. Aldinger stated that Ms. Eckman had requested some addition remotes for the overhead doors since the original specifications only required one button remotes. Having one remote with several buttons will be easier to keep track of than several one button remotes. The extra cost will be \$250. To install the antenna will be \$514 non-participating cost by the FAA. The card readers for the doors have been moved to the other side of the wall so they are for going out and not for coming in at a cost of \$364. Changing the roof from a class 3 to a class 2 is a \$970 deduct. A few short walls were eliminated as they were deemed unnecessary, although one wall had a spigot for the fire truck so that was moved over to the other wall that separated the snow removal from the ARFF bay and an additional spigot was added going into the snow removal bay. The cost for the additional pipe, head and valve is \$3032. The total cost of change order #4 comes to \$3192 with \$514 that is non-participating by the FAA. Questions were asked about the floor cracks, Mr. Aldinger stated that the specifications were followed, but the floor cracked anyway. Mr. Nelson asked about the overall longevity of the floor if it were to be painted. Mr. Aldinger answered that painting the floor is easier to clean up and it is more slip resistant, but it will not make the floor last any longer. **Mr. Todd moved to approve change order #4, Mr Nelson seconded. All members voted aye, motion carried.**

- c. **2007 Projects** – Mr. Aldinger stated that the projects for 2007 include the purchase of a broom truck, crack seal of the asphalt and concrete on airport property, and mitigate the 2.6 acres of wetland. The land must be mitigated before the taxiway A extension project

can begin. Interstate has already begun looking into the mitigation of the wetlands. Interstate is asking for a contract for the 2007 projects. Interstate would be responsible for assisting with the purchase of the broom truck which would include helping Ms. Eckman with the specifications, putting all of the bid documents together and sending them out, doing the bid opening and inspect the broom truck once it is received to make sure it meets all specifications and doing all of the FAA paperwork; the crack sealing of the airfield pavement which would include estimating the number of cracks, getting the bid documents together, open bids and overseeing work during the sealing and measure the cracks when the project is finished; mitigation research and development. Mr. Aldinger presented the board with the options for mitigation. The first and most difficult option is to find a bank that has wetlands that the airport can purchase. Another option is to find a farmer who has drained some wetlands and wants to restore it. The last option is to purchase land to build a wetland which could take a year or two. The contract Mr. Aldinger is presenting does not include the land purchase option. The design portion of the contract would be \$6529.28, the construction portion would be \$3006.69, and the closeout and mitigation portion would be \$9243.43. Mr. Merrick asked if there are any geographical restrictions for the land mitigation. Mr. Aldinger said he has spoken with the US Fish and Wildlife and they want you to mitigate on site, if possible. On site mitigation is not an option for the airport. Otherwise the Fish and Wildlife want the wetlands to be as close to the property as possible, but you can't build a wetland within 500 feet from a runway so the Fish and Wildlife would be ok with building a wetland anywhere in the state. Ms. Eckman was questioned about going through an engineer to purchase a broom truck. Ms. Eckman stated that she has spoken to other airports in the region and those airports have been having problems with the bid and she highly recommends going through an engineer to make sure the airport gets what is requested. **Mr. Nelson moved to approve the contract with Interstate Engineering, Mr. Todd seconded. All members voted aye, motion carried.**

- d. Mr. Aldinger provided the board with a copy of the FONZI from the environmental assessment that was done for the taxiway extension. It will be in the paper for 30 days.

6. **MESABA AVIATION, INC.:**

- a. **End of the Month Report** – Ms. Eckman pointed out that on the State's report for the year to date the numbers show that the totals are up by 8.5% and 8.6% from last year, but that does not take in to account that the airport was closed from August 18 to September 3. When Ms. Eckman recalculated the numbers taking into account the dates closed, the numbers were only up 3.6% and 3.8% over last year.
- b. **Bankruptcy Updates** – Mr. Merrick informed Ms. Eckman that the items the airport has been receiving in the mail concerning Mesaba's bankruptcy are only information. Ms. Eckman shared that we received a notice of a third hearing of an extension of time to assume or reject the unexpired leases, which does include our lease. The hearing was held on December 4; Ms. Eckman has not heard what the outcome of that hearing was. Mr. Merrick stated that it is possible there has been no decision made yet.

7. **ACCEPT RESIGNATION/PLAQUE PRESENTATION:** Chairman Klingenberg spoke of the letter of resignation received by Mr. Kadrmas. **Mr. Nelson moved to accept Mr. Kadrmas' resignation, Mr. Todd seconded. All members voted aye, motion carried.** A plaque was presented to Mrs. Kadrmas as Mr. Kadrmas was unable to attend. The plaque thanked Mr. Kadrmas for the years of service on the board.

8. **BOARD POLICY MANUAL:** Chairman Klingenberg stated that the copy enclosed in the board members packets is just a preliminary manual and that he expects many changes before the policy manual is adopted by the board. Since the board will be starting over at the January meeting, Chairman Klingenberg thinks January would be a good time to act on the manual. Mr. Merrick said he thinks the board is already doing many of the things in the manual, but it

is a good idea to have it in writing. Chairman Klingenberg stated that there are things that need to be changed as well as added. Ms. Eckman said that the manual is from Grand Forks and the only changes she made were to the city and county names and to change the length of the Chairman's term from 2 years to 1 year. Ms. Eckman wanted to give the board members a month to review this preliminary manual and hopefully approve it at the January meeting. Chairman Klingenberg told the board members that if there are items they would like to see changed, removed, or added, to put it in writing and bring it to the next meeting. Mr. Nelson spoke of having Ms. Eckman provide some information, such as spending limits, as well as appointing a committee go through the manual to customize it for the Jamestown Airport. Chairman Klingenberg asks Mr. Merrick if at the January meeting, the board, as it sits now will meet and take care of any business that needs tending to and then adjourn. Immediately following, the new board will be seated and elect new officers. At that time the new board may want to reconsider what has already been done to the manual. Chairman Klingenberg thinks it is very important to have a clear, concise, well documented manual to refer to if there are any questions. All suggestions should be made in writing and those ideas can be acted on at the next meeting and then handed over to the new board.

9. **PICKUP EXPENSES:** Mr. Merrick asked the year of the pickup. Mr. Anderson reported that it is a 1990. Mr. Nelson questioned if all expenses provided to the board are from 2006. Ms. Eckman stated that all expenses are from January 1 through December 11, 2006 and that there is one more bill for replacing the tires that is not shown on that report since we have not received it. The amount budgeted for the plow itself was \$500, but \$1110.05 has already been spent. For the pickup itself, \$1000 was budgeted and \$4704.11 has been spent. The expenditures come from some electrical problems in the plow. The truck has had the axel seals leaking, the differential needed repairs, and the transmission went out among other small items. Questions were asked about specific dollar amounts and Ms. Eckman informed the board that the \$1805 was for the transmission, \$1424 was for the axel seals and the differential. Mr. Todd asked if the pickup, as far as serviceability, was still marginal. Mr. Anderson stated that he does think it is still marginal since there are still things that need to be done, such as the engine has an unknown amount of miles on it since the odometer has not worked beyond 89,000 which were already on it when the pickup was purchased 10 years ago. The injector pump needs to be serviced. Mr. Nelson feels that due to the extensiveness of the repairs, the pickup itself, for its specific function, is in good shape to provide that service. Mr. Nelson said that considering the cost of a new pickup or replacement, any used pickup would have problems with it also and the one currently owned is in pretty good shape due to the work done to it. Any pickup providing the kind of service the airport requires is going to have a regular repair schedule. Mr. Anderson stated that he as well as Mr. Hassler provided Ms. Eckman with a list of other items in need of repair or service. Ms. Eckman shared some of those items: injectors and injector pump which may be around \$800, the motor itself may need work soon, Mr. Anderson and Mr. Hassler are also concerned with what else may be found when the injectors and injector pumps are serviced, the door hinges are shot and the doors will not close completely any more, the seats are falling apart, the head liner is falling down, the cab corners and rocker panels are rusted out and the arm rests have fallen off. Ms. Eckman wanted the board to know that she is just providing information, but it may also need extensive repairs next year. Mr. Grabinger stated that he feels that there has been a lot of money invested into the pickup and it should be ready to work. Mr. Nelson feels that the pay loader can do the same thing depending on what blade is put on it. Ms. Eckman informed the board that the pickup is used for more than just snow removal; it is also used with the mu reader to check the friction on the runways so proper NOTAMs can be issued. Mr. Nelson said that considering the tightness of the budget, it would be better deferred. Discussion was had about fixing some problems ourselves. A question was asked about what the cost would be to replace the pickup. Ms. Eckman did not have that information at this time. Mr. Nelson estimated \$35-40,000 for a new ¾ ton pickup and maybe ½-¾ of that amount for a used pickup. Chairman appointed a committee comprised of Mr. Teller, Mr.

Todd to meet and work with Ms. Eckman, Mr. Anderson and Mr. Hassler to have information to present at the next meeting about whether the repairs should be made or if the pickup should be replaced.

10. **NEW BUILDING FURNISHINGS** – Ms. Eckman stated that the new building is scheduled to be completed by mid February 2007. At that point in time, the building will need to be furnished and the FAA does not provide funding for furnishings. Ms. Eckman provided rough estimates for items needed for the building. Storage units and shelving which includes file cabinets, flammable storage, tool storage, etc. Equipment includes a ladder since that ladder we currently own is not tall enough to reach the light fixtures and the ladder is also not very stable or safe when climbing toward the top. Ms. Eckman was looking into a platform basket for the forklift. Mr. Nelson asked about what happened to the forklift basket the airport used to own. Mr. Hassler said it had been disposed of before he started here and that as far as he knew it was broken before that time as well. Mr. Nelson feels there is not enough information on the list to make any decisions and requested additional information. Mr. Nelson spoke of the shelving in the old shop and Mr. Anderson stated that shelving will be going to the new shop. Ms. Eckman informed the board that we currently do not have a secure area to store tools so she is looking into getting lockable tool chests for the tools. Mr. Nelson is concerned that tools can still be stolen in a tool cabinet and maybe a chain link, fenced area would be more secure. Chairman Klingenberg requested an itemized list of items Ms. Eckman would like to purchase. Mr. Merrick suggested adding the items that will be moved from the old shop to the new shop. Mr. Teller asked what items would be considered equipment. Ms. Eckman responded that a ladder lift and an air compressor. The current air compressor is not capable of filling the fire truck and the larger truck tires to the correct pressure.
11. **Appraisal of Old Building** – Mr. Hermanson has requested the opportunity to purchase the old manager's office. Mr. Nelson questioned whether Mr. Hermanson was interested in the buildings further east of the old manager's office. Ms. Eckman said Mr. Hermanson is not interested in those at this point. Mr. Hermanson needed an estimate because he is going to the JSDC and the bank to get a loan. The board was presented with the estimate provided by Alicia Vorland. At this time Mr. Hermanson has not made an offer, Ms. Eckman was just providing the board with the information. Chairman Klingenberg stated that if the building was to be put on the market, it would be listed at \$17,500.
12. **Expiring Leases** – Ms. Eckman stated that Redge Nohrenberg has verbally let one of the board members know that he is interested in continuing his service on the airport. It was discussed whether or not to lease the land next to Mr. Nohrenberg's hangar to him since he is using it already. Chairman Klingenberg thinks the board should consider writing up a new lease for that area separate from Mr. Nohrenberg's hangar lease. Mr. Nelson stated that he had talked with both Keith Veil and Redge Nohrenberg about the condition of the area around their hangars. Since then Mr. Veil has sheeted the front of his t-hangar. Mr. Nohrenberg has assured Mr. Nelson that he will get that area cleaned up. Mr. Nohrenberg has already removed the trucks, but there is still some miscellaneous shelving. In a letter Mr. Nelson had previously sent to Mr. Nohrenberg, he had asked if Mr. Nohrenberg would be interested in leasing that area and fencing it in. Mr. Nohrenberg indicated he is not interested in leasing that area at this time. Mr. Teller mentioned that fireman access needs to be considered when deciding to lease empty areas between buildings. Mr. Nelson said he had also spoken with Mr. Nohrenberg about the appearance of his hangar, that it needed paint. Mr. Nohrenberg indicated that he was getting some estimates to have the building painted when the weather is better. **Mr. Nelson moved to approve Mr. Nohrenberg's lease as it sits for the current property. Mr. Teller seconded. All members voted aye, motion carried.** Ms. Eckman stated that in April there are six more leases coming due for the T-hangars to give the board some notice. The lease holders coming due include: Business Travel (Robert Frey), Dale



Scherman, Darold Olson, Grant Schmidt, Larry Nohrenberg, and Reuben Liechty. Mr. Merrick asked if the lease holder is contacted a couple of months in advance. Ms. Eckman informed him that the lease states the lease holder needs to contact the airport in writing within 30 days and Ms. Eckman is starting to send notice 30 days in advance. Mr. Nelson said that he asked Keith Veil his opinion on the other T-hangars to improve the overall appearance of all of the T-hangars. Mr. Nelson feels that a standard should be set for the doors and the appearance of the hangars need to meet. The problem is that the hangars were originally sold without a condominium agreement that provides for universal standard. Mr. Nelson asked for suggestions on how to solve this problem. Chairman Klingenberg asked if the lease holders can be forced to improve the appearance of their hangar if they currently hold a lease with the airport and are abiding by that lease. Mr. Merrick said that it can be done as the leases come due.

13. **Other Business:**

- a. Mr. Nelson stated he is concerned about the snow and ice removal and appearance and condition in front of the terminal as well as walking access to the terminal. He feels this is not being handled very well. Mr. Nelson observed the same snow fall on two days in a row on the same short piece of walkway from the terminal door to the main walk. Mr. Nelson feels that a goal of the board is that the consuming public should be able to have the most pleasant experience possible. He also stated that at Fargo's airport, you never see snow on their walkway access to the terminal. Mr. Nelson feels that if the airport wants to draw the public in, more needs to be done with snow and ice removal which could include putting out sand or salt or cleaning them off every half hour. Mr. Nelson spoke of liability since there have been two falls in the past as well as Chairman Klingenberg falling in a recent ice storm. Ms. Eckman stated that there is a plan in place for snow and ice control. Priority number one, which is part of the Airport Certification Manual and has been approved by the FAA, is the active runway, active taxiway and any firefighting routes out to the airfield and terminal ramp. The second priority is the pedestrian walkway, parking ramps, and any remaining taxiways for the runways in use. Third priority includes the inactive runways, remaining taxiways, guidance signs, remainder of the apron, the hangar area and any remaining parking lot. Part of the ice problem with the parking lot is the lack of drainage in the lot. Salt can not be place on the parking lot because we do not have the equipment or man power to do so. Salt can be placed on the sidewalks, but because of the equipment we have, we are unable to mix the salt in with the sand. Ms. Eckman stated that if the Mr. Hassler and Mr. Anderson were working on keeping the runways open, she can not ask them to stop sanding the runway and sand/salt the sidewalks because the ice and snow control plan is legally binding. Mr. Nelson questions who comes first, the passenger or the airline. Mr. Grabinger stated that Mr. Anderson's position has been added as a firefighter/custodian/maintenance and yet there is still not enough staff. Mr. Grabinger agrees that salting the walkways so there are not people slipping on the ice. Mr. Nelson spoke of amending the Airport Certification Manual to address this issue. Chairman Klingenberg asked who determines whether the snow needs to be removed for the early flight. Ms. Eckman told him that it is Mr. Anderson's responsibility. Mr. Anderson arrives at the airport between 4:30 and 5:00 am and determines if the runway needs plowing. If the runway needs plowing, Mr. Anderson takes the plow out and cleans the runway in about a half hour and then takes fifteen minutes to check the friction on the runway. Chairman Klingenberg asked how long it would take to de-ice the walkway to the parking lot. Ms. Eckman said it would depend on how much ice is on the walkway. It was recommended to get a fertilizer spreader/grass seeder to apply the salt.
- b. Chairman Klingenberg would like to re-finish the two end tables. It would cost about \$400 to re-finish the tables. **Mr. Nelson moved to re-finish the tables; no one seconded the motion.** Chairman Klingenberg chose to hold this issue until the next meeting.

14. **MEETING ADJOURNED AT 1:28pm**

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

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