



Commission Minutes
for
Regular Session
December 21st, 2006

Commission Members Present: Marshall Froyd (Commission Chairman)
Nancy Erickson (City Council)
Onen Markeson (City Council)(Alternate)
Ron Otterstad (County Commission)
Jack Frost (County Commission)
Harold Van Leeuwen (Secretary)(Airport Manager)

Commission Members Absent: Ron Johnson (City Council)

Others Present Mike Karvakko (Apt Engineer) (Karvakko Engineering)
Tom Angus HNTB
Cori Rudd Bemidji Aviation

Approval of Minutes: *Approval of minutes for the regular session meeting of November 13th, 2006.* Motion to approve minutes as written was made by Commissioner Frost and seconded by Commissioner Otterstad. All present voted aye, motion to approve carried.

Approval of Bills: *Bills for period November 14th – December 20th, 2006.* by Manager Van Leeuwen in the amount of \$338,097.27. Motion to approve payment was made by Commissioner Otterstad, seconded by Alternated Commissioner Markeson, all present voted aye. Motion to pay the bills as presented carried.

Reports:

Enplanements: Deferred to the January meeting.

Monthly Budget Report: Deferred to the year end report in January, written monthly budget report was provided to the commissioners.

New Items:

Approval of TSA lease of Office space: Manager Van Leeuwen presented to the commission for approval the proposed lease agreement change to include the additional office space and storage space.

The term of the lease being for approximately 45 months depending on the availability of the managers office pending completion of the new office space.

The schedule of rent for additional space is as follows per month for each year:

2007	\$828.00 per month
2008	\$853.00
2009	\$878.00
2010	\$905.00
2011	\$933.00

- a. Total rent for full period of lease is \$52,764
- b. Cost of new office space \$23,000 (Estimated)
- c. Total profit on gross profit on lease \$29,764 (Estimated)

Motion to approve lease revision for new space was made by Commissioner Otterstad, seconded by Commissioner Markeson, all present voted aye, motion to approve lease revision was approved.

David Turch and Associates: Manager Van Leeuwen presented for final approval the agreement with David Turch and Associates for professional representation in Washington DC for resource, regulatory and administrative advocacy. The agreement is for 12 months @ \$2000 per month with pre approved expenses also covered. The funds for this agreement are being taken from the funds available as a result of debt retirement. Estimated funds available are approximately \$40,000. The balances of the funds are to be retained for future capital investment. Commissioner Otterstad pointed out the need for review and measurement of success before renewal of the agreement at the end of the first year. Motion to approve the agreement as written made by Commissioner Frost, seconded by Commissioner Markeson, all present voted aye. Motion to approve agreement with David Turch and Associates as presented carried.

Mobile Fueler spill containment: Cori Rudd of Bemidji Aviation informed the commission of a possible need to build a passive spill containment system for the overnight parking area of the mobile fuelers. Manager Van Leeuwen informed the commission that there was a considerable amount of effort going on at the national level to gain relief from this requirement and that what we currently have may be adequate if the proposed changes are accepted by EPA. He went on to say we should have an answer by the end of February of 2007. No action needed at this time.

Chairman Comments: Chairman Froyd reminded the commissioners that they would be accomplishing the upcoming Managers review and holding a formal review meeting the second half of January.

He also reminded them the meeting date and time changed effective in January to the third Wednesday of the month at 5 pm.

Next meeting: Next meeting will be the January 17th, 2007 at 5 pm in the airport conference room.,

Adjourn: Motion to adjourn made by Commissioner Otterstad, seconded by Commissioner Markeson. Meeting adjourned at 5:15pm.

Respectfully submitted

Harold M. Van Leeuwen, Jr
Manager, Bemidji Regional Airport