



**Commission Minutes
for
Regular Session Meeting
(August 15th, 2007)**

Commission Members Present:

Marshall Froyd	(Commission Chairman)
Nancy Erickson	(City Council)
Ron Johnson	(City Council)
Ron Otterstad	(County Commission)
Jack Frost	(County Commission)

Harold Van Leeuwen (Secretary)(Airport Manager)

Commission Members Absent:

Others Present:

Mike Karvacko	(Karvacko Engineering)
Tom Angus	(HNTB)
Larry Diffley	(Bemidji Aviation)
Cori Rudd	(Bemidji Aviation)
Tony Murphy	(Beltrami County Administrator)

Approval of Minutes: The minutes for the July 18th, 2007 regular session were presented for review and approval by Manager Van Leeuwen. Motion to approve the minutes as written was made by Commissioner Otterstad and seconded by Commissioner Erickson. All approved vote aye. Minutes for July 18th, 2007 were approved as written.

Approval of Bills for Payment: Bills in the amount of \$1,253,749.82 were presented for payment by Manager Van Leeuwen with payment of the invoices listed below contingent on receipt of grant payments from MnDot office of Aeronautics. Motion to approve payment with the condition of payment of those listed below was made by Commissioner Frost, seconded by Commissioner Erickson. All presented voted aye. Motion to pay the bills as presented approved. Payments contingent on receipt of grant payment are:

Ck #	Name	Amount
6556	HNTB	\$ 1,330.00
6557	HNTB	\$ 65,474.76
6558	HNTB	\$ 6724.41
6560	NorthStar Materiels, Inc	\$ 742,014.45
6561	HNTB	\$ 150,038.33
6562	HNTB	\$ 34,935.73
6563	NorthStar Materiels, Inc	\$ 209,661.72

Reports:

Enplanements: Manager Van Leeuwen briefed the commission that enplanements were steady with last years for the month of July, except for the lost enplanments due to the cancelled flights resulting from the pilot issues at NWA. Also he briefed that the weight restrictions were resulting in some expected loss of enplanements, this weight restriction is the result of the hot weather and the shorter runway in use because of the construction.

Budget: Mr. Maas provided the commission the monthly report but was not present to discuss since it was not the end of the quarter. In providing the report for distribution to the commission Mr. Maas did not indicated an areas of immediate concern.

2006 Projects:

ILS for Runway 25: Manager Van Leeuwen informed the commission that the flight check on the Glide Slope was completed successfully and is awaiting final publications. Effective date for the system will be October 25th, 2007.

AIP-15 Status: Close out has begun, the state is withholding the final \$50,000 until close out is complete with a estimated completion date of 15 September, 2007.

AIP-16 Status: Close out for this project has also begun, which includes identification of any warrantee issues. He also stated the project is up for a National Paving award.

AIP-17 Status: Manager Van Leeuwen updated the commission on the progress of the current reconstruction project for Runway 13/31 and taxiways. He indicated that the contractor was encountering some difficulty with obtaining the needed compactions and densities. However, both he and the engineer (Mr. Karvakko) stated they believed the contractor would get back on schedule and had in recent days developed the corrected method to meet the needed densities and compactions. Mr. Diffley expressed some concern about the delays and specific concern about the airport Closure. He felt there should have been more consideration to alternatives to the project that would have alleviated the closure requirement. However, after further discussion the commission agreed that closure was the correct method meeting the demands for operations while balancing safety and cost. Agreement was reached on working to coordinate the arrival and departure of up to 2 aircraft per day by Bemidji Aviation on strictly managed schedule.

Continued Items:

Unsolicited Air Service and Marketing: Manager Van Leeuwen stated that he had met with Mr. DeCosta of Trillion and Anchor Marketing and that they have developed a schedule for progress payments that will maximize the use of the State Funds under the grant first. They also identified the Deliverable items and time frames for production of the video etc.

DreamCatcher Aviation: The commission was informed by Manager Van Leeuwen that he had clearly stated to the principles of DreamCatcher Aviation the JEDC requires clear and definitive financial statements for review and assessment. That they need to develop a firm Planning and implementation schedule and establish a local office along with begin the process for providing site plan specifics.

Water, Sewer, and taxiway update: Mr. Karvakko provided the update on these programs by stating design was complete and the request for bids is out. The expected start date is Sept 23rd. Manager Van Leeuwen informed the commission that a special commission meeting would be required on Sept 4th to accept the bids and approve the selection of the contractor allowing for the issuance of the notice to proceed.

New Lease with NWA: The process of the lease development is underway. Manager Van Leeuwen informed the commission of the following specifics and progress.

- a. He has organized a Local Air Service Action Committee meeting for September 5th to mutually work the development of the Lease.
- b. That he has submitted to the state a grant request for the state to fund 70% of the overall cost of the boilerplate lease development for all Category IV airports in Minnesota. Initial approval has been granted by the state and each of the airports has agreed to an equal share of the local match.
- c. The rates for each airport are to locally developed and inserted in the boilerplate agreement.
- d. The consultant for this project is to be Mr. DeCosta of Trillion aviation because of his prior experience.

Best Practice: Mr. Diffley suggested the next commission meeting begin in Bemidji Aviation for a tour. He also stated that we should plan on the tours of other airports for October and November.

New Items: Tri-Annual full up emergency and security excise: The commission was informed the exercise would occur during the airport closure on the morning of Sept 13th, that it would be an off airport exercise and was in conjunction with cities full up mass causality exercise.

Miscellaneous: Manager Van Leeuwen again reminded the commission that the "08" Minnesota Council of Airports annual symposium would be held in the Twin Cities at the MOA Ramada. That they were revamping the format, seeking national level speakers and structuring the program to allow for some to attend only one day or all three allowing for individual interest and participation in several tours.

Chairman's comments: Next Meeting to be September 19th, 2007 in the conference room.

Adjourn: Motion to adjourn made by Commissioner Erickson seconded d by Commissioner Frost, all presented voted aye. Meeting adjourned.

Respectfully submitted

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