



Commission Minutes  
for  
January 17<sup>th</sup>, 2007

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

**Commission Members Absent:** Ron Johnson (City Council)

**Others Present:** Cliff Tweedale (HRDC)

**Approval of Minutes:** Motion to approve the minutes of the December 21<sup>st</sup>, 2006 regular session and the January 4<sup>th</sup>, 2007 special session was made by Commissioner Otterstad and seconded by Commissioner Erickson. All present vote aye, motion to approve the minutes as written carried.

**Approval of Payment of Bills:** Motion approving the payment of the bills in the amount of 106,842.81 was made by Commissioner Otterstad and seconded by Commissioner Frost. All present voted aye, motion to pay the bills as presented carried.

**Reports:**

**Enplanements:** *Manager Van Leeuwen reported that enplanements were down for the month of December and remained down for the entire year of 2006 by approximately 13%. He stated this is entirely due to the reduction in flights and available seats on the early morning departure and late night returning flight.*

**Projects:** *For the 2006 projects Manager Van Leeuwen expressed concern and informed the commission that payment of the Grant Money for this year would be delayed until early summer late spring due to the lack of a federal budget. That the FAA flight check of the new Instrument Landing System is also delayed because of federal scheduling issues until late spring early summer. This will result in delays on the work on the primary runway.*

*For the 2007 projects he brief that design was progress, however award can not happen until there is certainty of funding and that the ILS for 7/25 is flight check and operational. He did mention that discussions are ongoing with the state to upgrade the approach for runway 13 to a full precision GPS approach with Malsr lighting. To do this will require some possible purchase of easements and or land and that the FAA has indicated that easements may be acceptable.*

*Marketing Project: Mr. Cliff Tweedale of the Headwaters Regional Development Commission presented an overview of the collaborative effort to develop a marketing campaign and implementation of such a campaign. His suggested to the commission that though the campaign is not just for the airport, the Commission should consider being the oversight body for the effort. This was felt to be acceptable as long as it was realized that vast majority of funding would have to come for sources other than the airport and the labor "heavy lifting" would also have to come from elsewhere.*

*Budget Report: Mr. Maas provided the close out report for 2006 and stated we had met our overall budget planning numbers and that there were not significant issues to highlight. There was a request by Commissioner Erickson to see the projected budget numbers for 2007. Mr. Maas stated he would have those for the next regular schedule meeting.*

*Manager Van Leeuwen, reminded the commission that there would be a need to provide approximately \$410,000 in local funds to match the federal funds for the 2007 runway project. This is the result of the 95/5 % share match with Federal funds. The project is estimated to cost \$8.2million dollars.*

**New Items:** None

**Chairman's comments:** Chairman Froyd reminded the members that the manager's review would be done at 12:00 pm on January 26<sup>th</sup> in a special session at the Airport.

He also stated that the commission needed to select the Vice-Chairman and Treasurer for 2007. In compliance with the Joint Powers agreement the Vice Chairman is to be County Commissioner Otterstad and the Treasurer is to be Commissioner Johnson. All presented voted aye, Commissioner Otterstad in Vice-Chair for 2007 and Commissioner Johnson is Treasurer

**Motion to Adjourn:** Motion to adjourn was made by Commissioner Otterstad and seconded by Commissioner Erickson. Meeting adjourned at 6:30pm.

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