



**Commission Minutes**  
**for**  
**Regular Session Meeting**  
**(November 19<sup>th</sup>, 2007)**

**Commission Members Present:** Marshall Froyd (Commission Chairman)  
 Nancy Erickson (City Council)  
 Ron Johnson (City Council)  
 Jack Frost (County Commission)

Harold Van Leeuwen (Secretary)(Airport Manager)

**Commission Members Absent:** Ron Otterstad (County Commission)

**Others Present:** Mike Karvakko (Karvakko Engineering)  
 Tom Angus (HNTB)

**Approval of Minutes:** The minutes for the October 17<sup>th</sup>, 2007 regular session were presented for review and approval by Manager Van Leeuwen. Motion to approve the minutes as written was made by Commissioner Erickson and seconded by Commissioner Johnson. All present voted aye. Minutes for October 17<sup>th</sup>, 2007 session were approved as written.

**Approval of Bills for Payment:** Bills in the amount of \$1,471,550.24 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 Erickson, seconded by Commissioner Johnson. All presented voted aye. Motion to pay the bills as presented approved. Payments contingent on receipt of grant payment are:

Ck #	Name	Amount
6678	Strata Corp	\$ 37,748.44
6679	Northstar Materials, Inc	1,112,871.23
6680	HNTB	144,122.28
6681	HNTB	20,077.86
6720	Spruce Valley Corp	76,045.82

**Reports:**

Enplanements: Manager Van Leeuwen stated that the trend down of enplanements continued and that Northwest Airlines continued to reduce flights to maximize profit as opposed to providing service or frequency. He further stated that there is a planned meeting between the Local Air Service Committee and several of the Vice Presidents of NWA to discuss the continue reductions in service.

Budget: Mr. Maas provided the commission the monthly report, he indicated no areas of concern.

Project updates: Manager Van Leeuwen provided the following updates for the ongoing projects.

AIP – 17: Runway 31/13 and associated taxiways and lighting.

Manager Van Leeuwen stated the airport reopened as scheduled, that the lighting projects for the MALSR's at both ends are on schedule for completion in December.

He did go on to inform the commission that the ILS is being reinstalled by the FAA ahead of schedule but that it was not likely the system would return to service ahead of schedule due to flight check and procedures development.

**Continued Items:**

Air Service Recruitment and Marketing Effort:

Manager Van Leeuwen reported to the commission that the first review of the presentation had occurred and that we are scheduled to meet with Allegiant Airline representatives at the annual meeting in Las Vegas early in February.

He also reported to the commission the marketing program kick off occurred on the 16<sup>th</sup> of November and that periodic updates to the commission would be scheduled.

NWA Lease Agreements:

Progress on the new lease agreement with NWA was described by manager Van Leeuwen as non existent. That the NWA representative has essentially stated that she didn't have time to work the issue and can't meet with the managers at this time. Manager Van Leeuwen stated to the commission that the strategy now in place is to continue the development and if Ms. Nelson (the NWA representative) does not make herself available, that we would individually impose the new terms at the earliest possible opportunities on a month to month basis.

Labor agreement with "49er's":

Manager Van Leeuwen informed the commission of the progress at the first meeting between himself and the Union representatives. Airports first proposal was presented to the union.

**New Items:**

FAA Part 139 annual inspection result:

Manager Van Leeuwen reported the results of the inspections stating that there was one minor finding corrected on the spot, it was the lack of a quarterly inspection for the fueling facility during one quarter earlier in the year.

There was one repeat recommendation and that was to move to full time AARF coverage. Though the airport had no flights go uncovered it was the position of the FAA inspector that the type of service be provided at our airport and others is not the desired and that airports should move to full time coverage.

The Airport was commended for its overall safety and specifically its safety procedures and actions taken during the construction process ensuring no safety related incidents.

**Miscellaneous:** Manager Van Leeuwen reminded the commission he would be gone to the Annual FAA Great Lakes conference in Chicago the 28-30<sup>th</sup> of November.

**Chairman's comments:** Next Meeting to be December 19<sup>th</sup>, 2007 in the conference room.

**Adjourn:** Motion to adjourn made by Commissioner Johnson seconded by Commissioner Frost, all presented voted aye. Meeting adjourned at 13:15 (L)

Respectfully submitted

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