



**Commission Minutes**  
**for**  
**Regular Session Meeting**  
**(October 17<sup>th</sup>, 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:** None

**Others Present:** Tony Murphy County Board Administrator  
 John Chatin City Manager  
 Mike Karvacko (Karvacko Engineering)  
 Tom Angus (HNTB)  
 Cori Rudd (Bemidji Aviation)

**Approval of Minutes:** The minutes for the September 19<sup>th</sup>, 2007 regular session were presented for review and approval by Manager Van Leeuwen. Commissioner Otterstad corrected the minutes reflect the correct name for the appraiser as Kim Nord. Motion to approve the minutes as written with correction was made by Commissioner Erickson and seconded by Commissioner Otterstad. All approved vote aye. Minutes for August 15<sup>th</sup>, regular session was approved as written with corrections as noted.

**Approval of Bills for Payment:** Bills in the amount of \$3,025,421.42 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 Otterstad, 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
6631	HNTB	\$ 5,344.45
6632	HNTB	\$186,050.89
6633	NorthStar Materiels	\$2,732,321.05

**Reports:**

Enplanements: Manager Van Leeuwen informed the commission that enplanements were significantly down for September as a result of the planned closure for construction, but that they were even more affected by the cancellation of flights by Northwest resulting from the runway closure at MSP.

Budget: Mr. Maas presented the Quarterly report and indicated we were on budget overall and there were no significant 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 project was on schedule, that the FAA inspection was scheduled to begin Oct 24<sup>th</sup> and continue on the 25<sup>th</sup> in conjunction with the airports annual FAA Part 139 inspection. Runway reopening is expected on schedule for November 4<sup>th</sup>.

MALSR for Runway 13:

That we have begun discussion with the Blacks on purchasing the property that is within the Zone A and the light plane of the MALSR were on going with the appraisal due back before the end of the month. F

Taxilane, water and sewer project:

Work is complete; Northcountry and Johansson hangars are well on the way to completion. That the parking lot between the two will be paved and the cost shared between the tenants and the airport.

**Continued Items:**

Air Service Recruitment and Marketing Effort:

Manager Van Leeuwen reviewed his meeting with Mr. DeCosta (Trillion Aviation) and stated the priorities of service had been determined and they would be:

1. Second Carrier (Frontier, Alegiant, Midwest)
2. Additional NWA service
3. Strategy and presentation is be developed by Mr. DeCosta

He also stated that there is a scheduled meeting between the regional Airports (LASAC) members and two vice presidents of NW to discuss regional issues on December 5<sup>th</sup> at NWA offices in Eagan.

Marketing Effort:

Manager Van Leeuwen updated the commission on the kick off of the GROW BEMIDJI Marketing effort. That the DVD had be completed in rough form and was now being revised and refined. That a public unveiling would occur before the end of the month and that would include the ceremonial mailing of the first cards.

NWA Lease Agreements:

Manager Van Leeuwen reviewed the discussions at the September and October meetings between the LASAC and Mr. DeCosta and the status of the Lease development. Next meeting is to be in November to review draft lease and comments back from NWA. He stated that primary changes are l the amount of dedicated or exclusive space (to be a considerable amount less) and options in levels of service and cost associated with those types and levels of service.

**New Items:**

MnDot Annual M&O Grant:

Manager Van Leeuwen present the grant agreement for the annual MnDot Maintenance and operations funds to the commission for approval and acceptance. The amount for 2008 and 2009 is \$120,307 per year. Motion to adopt Bemidji Regional Airport Commission Resolution #127 accepting the grant was made by commissioner Frost and seconded by Commission Erickson. All present voted aye, motion carried. The Grant was accepted.

State Replacement of the Federal VOR for Bemidji:

Manager Van Leeuwen provided the commission an initial presentation on the effort by the state to replace the out of service FAA VOR (Navigation aid) with a state provided, funded, owned and operated VOR on the airport. This Navigation aid has been out of service since April 18<sup>th</sup> and the FAA has not been able to restore the system and appears to be in the process of decommissioning it. It is critical to the airport and its operations and as a result the state is interested and actively pursuing its replacement.

New contract with the 49er's is required:

Manager Van Leeuwen stated to the commission the current contract expires on December 31<sup>st</sup> and that he would be beginning discussions with the union representative as soon as possible. Commissioner Otterstad suggested that Manager Van Leeuwen obtain copies of both the county and city contracts to work from. Manager Van Leeuwen agreed. Administrator Murphy said he would make it available and so did the City Manager, Mr. Chatin.

**Miscellaneous:**

Manager Van Leeuwen informed the commission of the FAA Great Lakes conference in Chicago that he would be attending November 28<sup>th</sup> – 30<sup>th</sup>. Commissioner Erickson expressed concern there may not be sufficient travel

funds however, Manager Van Leeuwen and Mr. Maas both stated that funds would be available in other areas that would be moved to cover the cost.

As a last item Manager Van Leeuwen again mentioned that the airport would be undergoing its annual FAA Part 139 certification inspection and that he foresaw no major issues.

**Chairman's comments:** The chairman suggested that the November meeting be moved to earlier in the Month to accommodate the Thanksgiving Holiday. It was decided that the November meeting would be at 12:00 noon on November 19<sup>th</sup>, in the airport conference room.

**Adjourn:** Motion to adjourn made by Commissioner Otterstad seconded d by Commissioner Johnson, all presented voted aye. Meeting adjourned at 18:00 (L)

Respectfully submitted

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