



AIRPORT COMMITTEE MEETING AGENDA
November 14, 2018 - 4:00 PM
Moorhead Municipal Airport

1. **Call to Order**
2. **Agenda Amendments**
3. **Approval of Minutes**
A August 22, 2018
4. **Citizens to be Heard**
5. **Project Updates**
6. **Capital Improvement Program Update**
7. **2019 Proposed Meeting Dates**
8. **Moorhead Aviation Reports and Fuel Report**
9. **Adjournment**



CITY OF MOORHEAD - AIRPORT COMMITTEE
MEETING MINUTES – AUGUST 22, 2018 AT 4:00 PM
MOORHEAD MUNICIPAL AIRPORT

Pursuant to due call and notice thereof, a regular meeting of the Airport Committee was held at Moorhead Municipal Airport on August 22, 2018 at 4:00 PM.

Roll call of the members was made as follows:

Board Member – Ward 1:	Andy Skatvold	Absent
Board Member – Ward 2:	Mike Koenig	Present
Board Member – Ward 3:	Bill Forbes	Present
Board Member – Ward 4:	Wayne Loughheed	Absent
Board Member – At-Large:	K. Walter Vollmers	Present
Board Member – At-Large:	Roger Olsen	Present
Board Member – City Council:	Joel Paulsen	Absent

1. Call to Order

Vice Chair Roger Olsen called the meeting to order.

2. Agenda Amendments – Roger Olsen requested to add hangar rental to the end of the agenda.

3. Approval of Minutes – June 13, 2018

Motion to approve made by Bill Forbes and seconded by Mike Koenig.

Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3

4. Citizens to be Heard - None.

5. Project Updates and Airport Capital Improvement Program

Project Updates

Kristie Leshovsky provided updates on the following projects:

- Airport Layout Plan (ALP) project is substantially complete.
- T-hangar grant close out documents are being finalized.
- City Council awarded bid for the Apron project in September with construction anticipated to begin in May 2019 with an approximate 2 month construction timeline.

Airport Capital Improvement Program

Kristie Leshovsky outlined the draft Capital Improvement Program (CIP) schedule in the packet and received a direction from the Committee on project priority timelines.

Motion to recommend approval to pursue 2019-2020 funding for runway and taxiway pavement rehabilitation project and submittal of CIP to MnDOT by K. Walter Vollmers and seconded by Bill Forbes.

Motion Passed: For: 4; Against: 0; Abstain: 0; Absent: 3

6. Fly In Update

Bruce Emmel provided an update on Fly In preparations including tables and chairs, volunteers, pancake production, Young Eagle flight providers, classic cars and parade details.



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7. Moorhead Aviation Reports and Fuel Report

Ryan Paulson stated that fuel sales has been increasing and a new user is anticipated after Labor Day.

8. T-Hangar Rental

Roger Olsen and Mike Koenig discussed T-hangar lease enforcement. Staff will coordinate to work towards compliance.

9. Adjournment – 5:37 PM



To: Moorhead Airport Committee
Subject: Project Updates
Date: November 14, 2018
Prepared By: Kristie Leshovsky, Community Development Director

AIRPORT COMMITTEE REPORT

PROJECT UPDATES

2019 Pavement Project- Apron:

The contractor hired to update the apron pavement is Hough, Inc. for \$1,501,510 with \$1,235,960 FAA, \$150,388 MnDOT, and \$115,212 City. The work is anticipated to begin in spring 2019 and last approximately 61 days, weather and condition permitting. The construction phases and impacts anticipated are as follows:

- **May 20, 2019:** Construction will start which includes total Airport shutdown. This phase is anticipated to last 40 days.
 - Grass parking and itinerant activity may need to occur if airport operations are required.
- **June 28, 2019:** Partial opening where the east half of the apron will be open and operational – this area that is anticipated to open is illustrated in pink below.
- **July 19, 2019:** Construction anticipated to be complete. The contractor will be held to the conditions outlined in the specifications which includes liquidated damages.



SOURCE: Mead & Hunt

FLY IN RECAP

Bruce Emmel is anticipated to attend and provide a recap on the 208 Fly In.



To: Moorhead Airport Committee
Subject: Capital Improvement Program
Date: November 14, 2018
Prepared By: Kristie Leshovsky, Community Development Director
 Kim Citrowske, Assistant City Planner

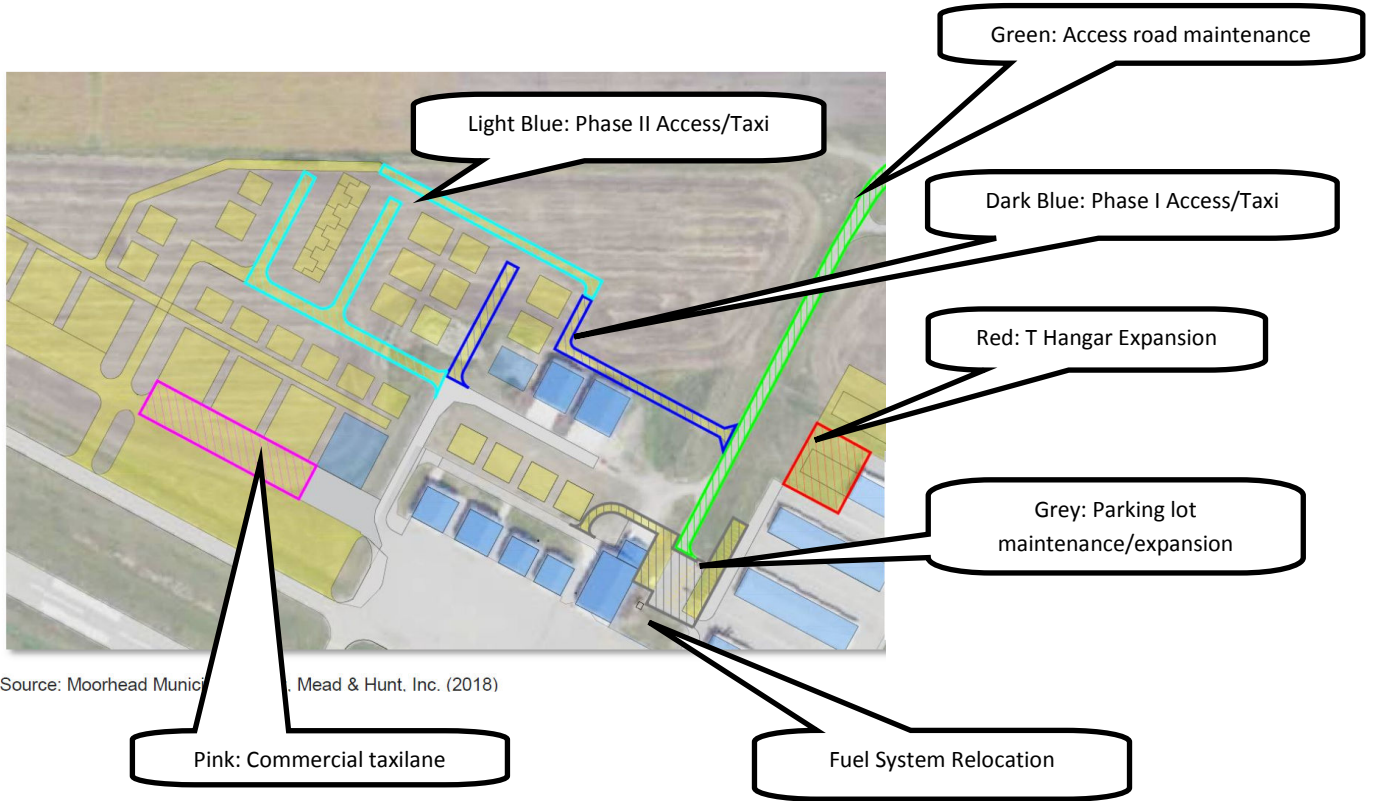
AIRPORT COMMITTEE REPORT

AIRPORT CAPITAL IMPROVEMENT PROGRAM

The Moorhead Airport is included within the Federal Aviation Administration’s National Plan of Integrated Airport Systems (NPIAS) and is thus eligible to receive Federal grants for qualifying projects. The Moorhead Airport (along with all other general aviation airports) receives \$150,000 in grant funds from the FAA per year for eligible capital projects. FAA grants typically cover 90% of eligible project costs. The Moorhead Airport is also eligible for Minnesota Department of Transportation Office of Aeronautics grants for eligible projects, although MNDOT grants typically cover anywhere from 50-80% of eligible project costs. FAA and MNDOT grants can only be utilized for approved capital projects. Each year, the Minnesota Department of Transportation (MnDOT) Office of Aeronautics requires airports update and submit their Capital Improvement Program (CIP) for budgetary information when evaluating funding needs and priorities.

The draft Capital Improvement Plan provides an outline of the upcoming implementation of the 2018 project and anticipated projects outlined in the Airport Layout Plan update. The proposed timeline is based on feedback from the August 22 Airport Committee meeting. All projects are contingent upon FAA, MnDOT and City Council authorization and funding.

FY	Project Descriptions	Estimated Project Cost
2018	Apron Pavement Upgrades: Design & Bid	\$193,600
2018	Apron Pavement Upgrades: Construction	\$965,331
2018	Apron Pavement Upgrades: Construction Services	\$134,800
2018	Runway/Taxiway: Design & Bid	\$207,780
	Estimated Total 2018	\$1,501,511
2019/2020	Runway/Taxiway: Lighting, Construction & Construction Services	\$2,800,000
2020	Houston County - \$150,000 Payback (2 of 2)	\$150,000
2023	Parking Lot Pavement Maintenance and Addition	\$400,000
2023	Zoning – Zone A/B Easement and Acquisitions	\$500,000
2026	Taxi lane and vehicle access road to hangars	\$500,000
2029	T Hangar Expansion	\$500,000
2032	Entrance Road Reconstruction	\$600,000
2032	Fuel System Relocation	\$100,000
2033	Pavement Maintenance	\$150,000
2036	Vehicle Access and Taxi lane	\$750,000
2039	Commercial Taxi lane Extension	\$600,000
2040	Pavement Maintenance	\$150,000
2043	Airport Master Plan	\$350,000



SUGGESTED ACTION

Recommended Approval of Capital Improvement Plan.



To: Moorhead Airport Committee
Subject: 2019 Moorhead Airport Committee Meetings
Date: November 14, 2018
Prepared By: Kristie Leshovsky, Community Development Director

2019 MEETING DATES

AIRPORT COMMITTEE

DATE	TIME	LOCATION
Wednesday, March 13 , 2019	4:00 pm	Moorhead Airport
Wednesday, June 12 , 2019	4:00 pm	Moorhead Airport
Wednesday, August 21 , 2019	4:00 pm	Moorhead Airport
The Fly In is scheduled for Saturday, September 7, 2019		
Wednesday, November 13 , 2019	4:00 pm	Moorhead Airport