



**AIRPORT COMMITTEE MEETING AGENDA**  
**November 15, 2017 - 4:00 PM**  
**Moorhead Municipal Airport**

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1. **Call to Order**
2. **Agenda Amendments**
3. **Approval of Minutes**  
A October 2, 2017
4. **Citizens to be Heard**
5. **Project Updates**
6. **2018 Proposed Meeting Dates**
7. **Moorhead Aviation Reports and Fuel Report**
8. **Adjournment**





**CITY OF MOORHEAD - AIRPORT COMMITTEE**  
**MEETING MINUTES – OCTOBER 2, 2017 AT 10:00 AM**  
**MOORHEAD MUNICIPAL AIRPORT**

Pursuant to due call and notice thereof, a regular meeting of the Airport Committee was held at Moorhead Municipal Airport on October 2, 2017 at 10:00 AM.

Roll call of the members was made as follows:

Board Member – Ward 1:	Andy Skatvold	Present
Board Member – Ward 2:	Mike Koenig	Present
Board Member – Ward 3:	Bruce Emmel	Present
Board Member – Ward 4:	Wayne Lougheed	Present
Board Member – At-Large:	K. Walter Vollmers	Absent
Board Member – At-Large:	Roger Olsen	Present
Board Member – City Council:	Melissa Fabian	Present

**1. Call to Order**

Chair Lougheed called the meeting to order.

**2. Agenda Amendments** – Kristie Leshovsky suggested adding an update on the T-Hangar pavement construction project at the end of the agenda.

**3. Approval of Minutes - September 6, 2017** – Bruce Emmel suggested correction of a grammatical error noted in item 8.

**Motion to approve as amended made by Roger Olsen and seconded by Melissa Fabian.**

Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1

**4. Citizens to be Heard** - None.

**5. Hangar Land Lease – J. Jorgenson**

Kristie Leshovsky provided information regarding a new private, non-commercial hangar proposed to be located at the 3-N location for an 80' x 70' hangar that will match the exterior design/color of the other hangars at the airport. The rate will be 10 cents per square foot with an annual increase of 3%.

**Motion to Recommend Approval of the J. Jorgenson Hangar Land Lease Agreement, as drafted by the City Attorney, to the City Council by Bruce Emmel and seconded by Roger Olsen.**

Motion Passed: For: 6; Against: 0; Abstain: 0; Absent: 1

**6. Construction Progress Update:** Kristie Leshovsky provided an update on the T-hangar pavement construction project. The project is behind schedule; pavement is anticipated this week. Moorhead Aviation Services has been in contact with tenants to provide updates on the project's status.

Bruce Emmel extended a Thank You from Phyllis Emmel to the Airport Committee for help and success at the 2017 Fly In.

**7. Adjournment – 10:15 AM**



**To:** Moorhead Airport Committee  
**Subject:** Project Updates  
**Date:** November 15, 2017  
**Prepared By:** Kristie Leshovsky and Kim Citrowske

## AIRPORT COMMITTEE UPDATES

### 2017-2018 PROJECT UPDATES

**Airport Layout Plan Hangar Area:** Staff from MnDOT and the FAA provided preliminary comments on the proposed ALP layout. Next steps include:

- Preferred Alternative concurrence from MnDOT and FAA
- Facility Requirements and Alternatives Analysis
- ALP sheet submittal for comment
- Incorporation of FAA/MnDOT comments
- Resubmittal for final approval
- Airport Committee and City Council approvals
- Final print, sign, delivery to City, MnDOT, FAA

**Phase I Hangar Area Construction:** Project construction started August 28 and finished in early October.

**Phase II Apron Design and Bid:**

- July 10, 2017: the City Council approved entering into an agreement with Mead and Hunt for design of the apron pavement reconstruction project.
- July 24, 2017: Staff from MnDOT and the FAA reviewed the request to begin design work and the related grant for the Apron Design project for the 2017 grant request cycle and informed the City that we could not apply for a design grant in the 2017 grant cycle because the hangar area ALP update had not been finalized and there were not grant funds available.
- August 31, 2017: Staff from MnDOT and the FAA informed the City that the City should pursue design of the apron in 2017-2018, bid the project in 2018 and construct the apron in either 2018 or 2019.
- Houston County agreed to a year delay (2019) on the 2nd of two repayments of \$150,000, allowing the City to utilize the FAA funds in 2018.
- October 30, 2017: Staff from FAA, MnDOT and City met to discuss the ALP Update and Apron project status.
  - Mead and Hunt will prepare preliminary cost estimates and pre-application materials which are required to be submitted to the FAA and MnDOT in December.
  - The FAA requested that the City pursue designing and bidding the apron and fuel system relocation as well as the design for the runway/taxiway pavement project for FAA grant application submittal in 2018. If City funds are not available for construction in 2018, the project can be bid for construction in 2019.

Funding/ Construction	Project Descriptions	Project Cost	FAA	MnDOT	City
2017/2017	T-Hangar Pavement Phase I: Construction & Construction Services	\$1,240,767	\$482,168	\$295,452	\$463,146
2018	Apron Pavement Upgrades Phase II: Design & Bid	\$195,000			
2018/2019	Apron Pavement Upgrades: Construction	\$2,250,000			
2018	Apron Pavement Upgrades: Construction Services	\$135,000			
2018/2019	Apron Fuel System Relocation	\$75,000			
2018	Taxiway and Runway Pavement Upgrades Phase III and IV: Design	\$210,000			
	<b>*Total 2018</b>	<b>\$2,258,393</b>			
2019	Houston County - \$150,000 Payback (2 of 2)				
2019/2020	Runway Pavement Upgrades Phase III: Construction and Cons Svs	\$1,500,000	\$1,350,000	\$0	\$150,000
2020/2021	Taxiway Pavement Upgrades Phase IV: Construction and Cons Svs	\$850,000	\$765,000	\$0	\$85,000
2022	Airport Master Plan	\$350,000	\$315,000	\$0	\$35,000
2023	Airport Zoning – Easements and Acquisitions	\$450,000	\$0	\$315,000	\$135,000
2025	Phase I Access Road Construction	\$550,000	\$495,000	\$0	\$55,000

*\* FAA, MnDOT and City cost estimates currently underway. The FAA does not participate in fuel system relocation expenses.*

#### SUGGESTED ACTION

**Recommended Approval** to pursue 2018-2019 funding for the apron pavement and fuel system relocation design, bidding and construction and runway/taxiway pavement design.

#### 2018 FLY IN

The 2018 Wings and Wheels Fly In & Car Show is planned for **Saturday, September 8, 2018** as an event for Greater Moorhead Days which runs September 6-13.



**To:** Moorhead Airport Committee  
**Subject:** 2018 Moorhead Airport Committee Meetings  
**Date:** November 15, 2017  
**Prepared By:** Kristie Leshovsky and Kim Citrowske

## 2018 MEETING DATES

### AIRPORT COMMITTEE

DATE	TIME	LOCATION
Wednesday, <b>March 14</b> , 2018 at	4:00 pm	Moorhead Airport
Wednesday, <b>June 13</b> , 2018	4:00 pm	Moorhead Airport
Wednesday, <b>August 22</b> , 2018	4:00 pm	Moorhead Airport
<b>The Fly In is scheduled for Saturday, September 8, 2018</b>		
Wednesday, <b>November 14</b> , 2018	4:00 pm	Moorhead Airport

**Moorhead Municipal Airport Fuel Sales**

	100 LL (Gallons)	Jet A (Gallons)
<b>2007</b>		
<b>Total</b>	<b>37,566.4</b>	<b>2,404.1</b>
<b>2008</b>		
<b>Total</b>	<b>29,484.0</b>	<b>4,494.6</b>
<b>2009</b>		
<b>Total</b>	<b>25,475.1</b>	<b>2,840.3</b>
<b>2010</b>		
<b>Total</b>	<b>22,484.1</b>	<b>2,866.4</b>
<b>2011</b>		
<b>Total</b>	<b>21,853.5</b>	<b>5,190.2</b>
<b>2012</b>		
<b>Total</b>	<b>28,615.7</b>	<b>17,890.2</b>
<b>2013</b>		
<b>Total</b>	<b>23,810.0</b>	<b>11,843.2</b>
<b>2014</b>		
<b>Total</b>	<b>17,727.3</b>	<b>3,048.3</b>
<b>2015</b>		
<b>Total</b>	<b>19,219.2</b>	<b>7,337.0</b>
<b>2016</b>		
<b>January</b>	608.8	101.2
<b>February</b>	961.4	119.8
<b>March</b>	1,505.4	0.0
<b>April</b>	1,229.5	342.9
<b>May</b>	2,010.1	683.3
<b>June</b>	2,386.7	630.9
<b>July</b>	2,690.1	1,081.4
<b>August</b>	3,578.0	1,413.9
<b>September</b>	2,416.0	1,565.7
<b>October</b>	2,199.0	3,088.6
<b>November</b>	1,059.2	2,088.1
<b>December</b>	359.7	0.0
<b>Total</b>	<b>21,003.9</b>	<b>11,115.8</b>
<b>2017</b>		
<b>January</b>	76.6	0.0
<b>February</b>	687.3	212.9
<b>March</b>	1,104.6	112.3
<b>April</b>	1,934.0	50.2
<b>May</b>	2,109.1	210.2
<b>June</b>	3,297.5	191.1
<b>July</b>	3,053.2	980.9
<b>August</b>	2,737.4	1,606.5
<b>September</b>	1,780.6	828.1
<b>October</b>	1,981.6	542.0
<b>November</b>		
<b>December</b>		
<b>Total YTD</b>	<b>18,761.9</b>	<b>4,734.2</b>