



**CITY OF MOORHEAD - AIRPORT COMMITTEE**  
**MEETING MINUTES – SEPTEMBER 6, 2017 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 September 6, 2017 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:	Bruce Emmel	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:	Melissa Fabian	Present

**1. Call to Order**

Vice Chair Emmel called the meeting to order.

**2. Agenda Amendments - None.**

**Motion to approve agenda made by Roger Olsen and seconded by Mike Koenig.**

Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2

**3. Approval of Minutes - June 14, 2017**

**Motion to approve made by Melissa Fabian and seconded by K. Walter Vollmers.**

Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2

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

**5. Airport Capital Improvement Plan**

Kristie Leshovsky provided an update regarding proposed projects. Updated timelines and funding recommendations have been received from FAA and MnDOT Aeronautics that are illustrated in the draft Capital Improvement Program.

**Motion to Recommend Approval to the City Council to pursue funding for the apron pavement design, bidding and construction by Roger Olsen and seconded by Melissa Fabian.**

Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2

**6. Hangar Land Lease – R. Anderson**

Kristie Leshovsky provided information regarding a new private hangar proposed to be located at the C-1 location for a 100' x 100' hangar that will match the exterior design/color of the other hangars at the airport. The applicant noted the hangar would include commercial rental. The



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lease will include a 25 year term with an option for 25 year extension. The rate will be 10 cents per square foot with an annual increase of 3%. Construction and financing of the taxiway extension to access the new hangar will be included in the terms and will be completed by the applicant. Mead & Hunt will provide specifications and construction inspections. The applicant will finance the taxiway and hangar approach with provisions for non-compliance with specifications /incomplete project to be included within the lease agreement.

**Motion to Recommend Approval of the R. Anderson Hangar Land Lease Agreement, as drafted by the City Attorney, to the City Council by Melissa Fabian and seconded by K. Walter Vollmers.**

Motion Passed: For: 5; Against: 0; Abstain: 0; Absent: 2

**7. Project Updates**

- **Airport Layout Plan Hangar Area:** Matt Blankenship, Mead & Hunt, outlined the ALP process and updates.
- **Phase I Hangar Area Construction:** Jeff Klein provided a progress update on the T-hangar pavement construction project. It is on schedule.
- **Phase II Apron Design and Bid:** It is anticipated that the Apron Design and Bid project will be a 2018 grant along with construction. Actual construction is anticipated in 2019 for the Apron.

**8. Airport Updates**

- **Runway Painting:** Thank you to MnDOT for painting the runway following the runway crack repairs!
- **Airport Address Update:** The US Postal Service is still processing the request to change the City designation.
- **Flight Procedures Update:** A Flight Procedure update is anticipated due to existing building locations at the Moorhead Airport. Once the update is complete, staff will notify the Airport Committee.
  
- **Fly In**
  - Final Fly In details were shared as the event nears.
  - Thank you to all the Committee members for their help and promotion of the Fly In!

**9. Moorhead Aviation Reports and Fuel Report**

A fuel report and airport activity update was provided by Moorhead Aviation Services. Moorhead Airport has seen increases in fuel sales and anticipates further growth.

**10. Adjournment – 5:00 PM**