

Official Proceedings
Special Meeting of the Board of City Commissioners
June 6, 2018 - 3:30 pm
City Hall – Williston, North Dakota

1. Roll Call of Commissioners

COMMISSIONERS PRESENT: Deanette Piesik, Tate Cymbaluk, Chris Brostuen (via phone), and Howard Klug.

COMMISSIONERS ABSENT: Brad Bekkedahl

OTHERS PRESENT: John Kautzman, Anthony Dudas, Nico Buechner, David Tuan, Jordan Everet and David Peterson

Mayor Klug presented a quorum.

CHANGES TO AGENDA: None

2. Farm Plan Group 1 Bid Award

3. Farm Plan Group 2 Bid Award

4. Farm Plan Group 3 Bid Award

Nico Buechner Assistant Airport Director presented the following;

Unfortunately, we did not receive any bids for the three XWA Farm Plan Group Bid Awards. The request to re-advertise these farm parcels will come before the Commission at a later date and in the meantime the Airport will contract with a sprayer to ensure that the vegetation is under control.

Commissioner Cymbaluk asked when they will be re-advertised again. Anthony Dudas indicated they plan to re-advertise these sometime throughout the winter and be able to advertise for a longer period of up to five years, so that people will have more solid information in order to bid for these properties.

Mayor Klug indicated they should put there out for bid earlier, so whoever gets the bid for the 2019 crop season may be willing to take over some of the weed control this fall. Anthony stated we would certainly entertain this idea and asked if there was someone specifically we should contact. Mayor Klug indicated yes and to contact Bob Eynon as a go to guy for suggestions. Anthony indicated he would follow through on this.

Commissioner Cymbaluk asked we do this sooner rather than later to be proactive in budgeting for next year. Anthony indicated they would do this.

Mayor Klug entertained a motion to allow the Airport to re-advertise these bids so they do not have to return to the Commission.

Motion by Cymbaluk, Seconded by Piesik to make a motion to allow the Airport Authority and their staff to re-advertise Farm Plan Group 1, Farm Plan Group 2, Farm Plan Group 3 as presented

AYE: Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: Bekkedahl

CARRIES: 4-0

5. Request to Advertise RFP for Fixed Based Operators at XWA

The current Fixed Based Operator (FBO) contract at the current Airport will terminate upon moving to the new site. There have been initial conversations with the incumbent FBO and the local operator, who has shown interest in establishing an FBO at XWA. The FBO will need to comply with the newly created Minimum Standards and will be responsible for funding and developing the appropriate facilities at the level defined in the Minimum Standards. Which will include, an arrival/departure building, fuel farm and dispensing facility, training facilities, aircraft charter and an aircraft hangar. Additionally, there will be a request to develop a Customs and Border Protection facility in the General Aviation (GA) area to meet the requirements for a Port of Entry. In order to coincide with the planned opening of XWA, financing commitments, design and development and executing a contract with the selected FBO will need to be completed. Their needs and schedule will need to be coordinated with the construction of the GA related facilities that will be developed as part of the project.

To allow our project team and the City of Williston to fully understand the commitments of any potential FBO operator and to ensure these potential operators fully understand our minimum requirements and RFP for these services should be advertised. I recommend approval to advertise an RFP for Fixed Based Operators at XWA.

Motion by Cymbaluk, Seconded by Piesik to make a motion to approve as presented

AYE: Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: Bekkedahl

CARRIES: 4-0

6. Northwest Transit / Williston Senior Center

Mayor Klug stated that he was informed that Northwest Transit/Williston Senior Center is in financial difficulties at this time, due mainly to change in management and not getting grants sent in. So in the meantime, while they try and fix this issue, I am requesting a loan line of credit from the City of Williston to the Williston Senior Center/Transit Center for \$50,000. They have been made aware that the County has cut mill money and they have been sent down that

path. It was also brought up in the County Commission meeting on June 5, 2018 that they may be also going to the County. This is loan, similar to the one we did four years ago to bail them out, they were not charged interest, however they repaid all the money and this would be the same situation. Mayor Klug also indicated that he will personally work with them to make sure they don't have this same situation again and also pursue a grant writer to help them out.

Commissioner Cymbaluk asked if a time limit should be put on the loan and Mayor Klug indicated if it happens it will happen pretty quickly.

Motion by Cymbaluk, Seconded by Piesik to make a motion to borrow the money to the Northwest Transit/Williston Senior Center up to \$50,000 with the repayment plan within five years

AYE: Piesik, Cymbaluk, Brostuen and Klug

NAY: None

ABSENT AND NOT VOTING: Bekkedahl

CARRIES: 4-0

7. Adjourned meeting at 3:38pm

**Motion by Cymbaluk, Seconded by Piesik to adjourn
UNANIMOUS BY VOICE VOTE**

Howard Klug, President
Board of City Commissioners

John Kautzman, City Auditor