



**AIRPORT COMMITTEE
MEETING AGENDA
AUGUST 26, 2026 AT 4:00 PM
HJEMKOMST CENTER AUDITORIUM - 202 1ST AVE N.**

Disclaimer: Voting requirements may be subject to changes in the law, parliamentary procedural matters, or other unforeseen issues. The City Attorney provides opinion on questions of voting requirements by the Moorhead City Code, Minnesota State Statutes, and parliamentary procedure.

1. Call to Order/Roll Call
2. Agenda Amendments
3. Approval of Minutes
 - A. February 25, 2026
4. Citizens To Be Heard
5. Business Items
 - A. Election of Officers
 - B. Engineering and Architectural Services for Moorhead Airport - Florence Klingensmith Field
 - C. Project Updates
6. Manager and Fuel Reports
 - A. Fuel Report
 - B. Girls in Aviation Day Invite
7. Adjourn

Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in city meetings will be provided. To arrange assistance, call the City Clerk office at 218.299.5166 (voice) or 711 (TDD/TTY). Visit our website at www.moorheadmn.gov



**AIRPORT COMMITTEE
MEETING MINUTES
FEBRUARY 25, 2026 AT 4:00 PM
HJEMKOMST CENTER AUDITORIUM**

1. Call to Order/Roll Call

Roll call of the members was made as follows:

Present:

Member: Gerald Allen

Member: Evan Balko

Member: Marisa Bengtson-Loerzel

Member: Heather Nesemeier

Member: Alan Schoenack

Absent:

Member: Jared Adams

Member: Paul Jeffries

2. Agenda Amendments

3. Approval of Minutes

A. May 22, 2024

Motion to approve May 28, 2025 Minutes made by Alan and seconded by Balko.

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

4. Citizens To Be Heard

5. Business Items

A. Capital Improvement Plan and Project Updates

Leshovsky provided an overview of the recently completed and upcoming anticipated projects and related funding.

The Committee review the Capital Improvement Plan

Motion to approve the Airport Capital Improvement Plan made by Nesemeier and seconded by Alan.

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

6. Manager and Fuel Reports

A. Moorhead Aviation Reports and Fuel Reports

The Committee discussed the fuel sales at the Airport and Ryan Paulson provided an overview of airport activity.

B. 2025 Fly In

The Committee received an update on the 2025 Fly In and discussed future Fly In options.

Motion to proceed with a Fly In in 2027 made by Nesemeier and seconded by Alan.

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

Leshovsky noted that the 5-Year Agreement for Airport Engineering/Design Services will go through the Request for Qualifications process in 2026. Anyone interested in participating in the process is encouraged to contact Leshovsky.

7. Adjourn

Meeting adjourned at 4:20 PM.

The proceedings of this meeting are digitally recorded and are available for public review.



To: Moorhead Airport Committee
Subject: Election of Officers
Date: August 26, 2026
Prepared By: Kristie Leshovsky

AIRPORT COMMITTEE UPDATES

2026-2027 CHAIR AND VICE CHAIR

Previous Officers:

- Wayne Lougheed: Chair
- Jared Adams: Vice Chair

Requested Action: Appointment of 2026-2027 Airport Committee Chair and Vice Chair



To: Moorhead Airport Committee
Subject: Request for Qualifications (RFQ) for Engineering Services
Date: August 26, 2026
Prepared By: Kristie Leshovsky, Community Development Director
Forrest Steinhoff, Assistant City Planner

AIRPORT COMMITTEE REPORT

BACKGROUND

In June 2026, a Request for Qualifications (RFQ) was issued requesting engineering, planning and architectural consulting services for the Moorhead Airport. This process is required to be completed every five years. The RFQ was issued June 5 with a submittal deadline of July 17. The following Review Group evaluated and ranked the qualified firms:

Review Group:

- Evan Blanko, Airport Committee Member
- Forrest Steinhoff, Assistant City Planner
- Jim Schulz, Senior Engineer
- Kristie Leshovsky, Community Development Director
- Paul Fiechtner, Public Works Director

Proposals were received from two firms - Mead & Hunt and SEH. The Review Group reviewed the submitted proposals, ranked and scored them based on criteria outlined within the RFQ. All five Review Group members ranked Mead & Hunt as their top candidate. Following reference checks, the Review Group is recommending Mead & Hunt as the preferred firm.

SUGGESTED ACTION

MOTION: To recommend approval of Mead and Hunt, Inc. as the Preferred Selection for Airport Engineering Services at the Moorhead Airport and related 5-year Master Service Agreement to the City Council.

ATTACHMENTS

2026 RFQ for Engineering Services



REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL ON-CALL AIRPORT ENGINEERING AND ARCHITECTURAL SERVICES

MOORHEAD MUNICIPAL AIRPORT – Florence Klingensmith Field (JKJ) MOORHEAD, MINNESOTA

The City of Moorhead, MN is requesting Statements of Qualifications from interested and qualified Aviation Consultants for Professional On-Call Airport Engineering and Architectural Services at Moorhead Municipal Airport – Florence Klingensmith Field (“Airport”). Professional, technical and advisory services are needed for projects identified in the Airport’s Capital Improvement Program (CIP) and other projects as needed and directed.

The selected firm shall demonstrate experience and can assist the Airport in all categories of Airport development including but not limited to:

- Airport Facilities Architectural Design and Construction Administration
- Engineering Design and Construction Administration for various airside/landside engineering projects.

SCOPE OF WORK

Projects may include airport planning and environmental services, airside/landside design and construction administration, airport building design, and AIP program management. Projects will be accomplished during the course of multiple years and grants, some services may not be required and City reserves the right to initiate projects and procurement actions. The projects anticipated to occur in the next five years include:

- 1) Install or Relocate Weather Reporting Equipment
- 2) Construct, Move and/or Expand Fuel Farm
- 3) Install, Reconstruct and/or Maintain Runway Visual Guidance System (REIL, PAPI, ALS)
- 4) Conduct/Update Miscellaneous Studies (e.g. ALP, Property Inventory, Clear Zone, Acquisition Plans, Building Studies, etc.)
- 5) Equipment Acquisition (e.g. snow removal equipment)
- 6) Pavement Inspection, Design, Engineering, Bidding, Construction Administration including Close out of Construction for New Pavement, Pavement Rehabilitation (i.e. mill and overlay, crack remediation & repair, etc.) and/or Reconstruction of projects including, but not limited to:
 - Rehabilitate/Reconstruct, Expand or Construct Runway, Taxiway, Hangar Area Pavement and/or Aprons
 - Rehabilitate/Reconstruct, Expand or Construct service roads, driveways, parking areas
 - Rehabilitate/Reconstruct, Expand or Construct taxilanes
- 7) Electrical building and/or building components repairs or updates
- 8) Beacon repairs
- 9) Rehabilitate / Reconstruct Airfield drainage
- 10) SWPPP Preparation and Updates
- 11) Grant administration including closeout reports
- 12) Airport Facilities and Hangar Renovation
- 13) Instrument Approach Procedure Development
- 14) Land and Property Acquisition
- 15) General Aviation Ramp Rehabilitation/Reconstruction
- 16) Building Area Site Preparation
- 17) General Aviation Area Redevelopment/New Development
- 18) Hangar Design and Construction
- 19) Surveying
- 20) Disadvantaged Business Enterprise Plans and updates

A detailed copy of the CIP can be requested from the City of Moorhead. Consultants must be familiar with Federal Aviation Administration (FAA) and State aviation funding programs and requirements.

PROPOSAL FORMAT AND CRITERIA FOR REVIEW

Please submit concise descriptions of the following elements formatted on a maximum of ten pages (not included cover/back pages). The following criteria will be used in screening, ranking and selection of the successful firm:

1. **Qualifications of the Firm and Key Personnel:** Provide a description of your firm's recent experience (within 5 years) and qualifications in airport engineering, architectural, design, financial, planning and environmental analysis on projects. Provide a brief resume for each key person proposed to work on projects for the Moorhead Airport outlining their credentials and experience. Preference shall be given to those firms and key personnel's experience with airport engineering, architectural, design, financial, planning and environmental analysis on projects of similar magnitude/airports similar to the Moorhead Municipal Airport – Florence Klingensmith Field. [\(40 points\)](#)
2. **Experience with State and Federal Grant Programs:** Preference shall be given to project teams whose personnel have demonstrated an effective working relationship with MnDOT Office of Aeronautics and the FAA and possess a thorough understanding of regulations and procedures associated with the Airport Improvement Program including Disadvantaged Business Enterprise participation. Consultants must demonstrate a thorough understanding of FAA and MnDOT Office of Aeronautics regulations, procedures, and funding programs, including Airport Improvement Program (AIP) compliance and Disadvantaged Business Enterprise (DBE) participation. [\(30 points\)](#)
3. **Approach to Projects:** Preference shall be given to those firms that can demonstrate a clear understanding and familiarity of the pending projects and an approach that establishes a strategy for completing the various projects identified in the Moorhead Airport CIP. Preference will be given to firms who demonstrate capability to perform all or most aspects of the work in the CIP and those noted within the Scope of Work without needing to subcontract various elements. If a team approach is used, the proposal shall identify team structure, responsibilities of each firm, and history of the team working together on similar projects. [\(30 points\)](#)
4. **Experience with Comparable Projects & References:** Preference shall be given to project firms who have demonstrated satisfactory experience and performance at like airports on similar projects to those listed in the Moorhead Airport CIP. The experience section should highlight project budget and overall schedule/completion information on similar projects at like airports. Provide the name and contact information for at least three (3) references at airports familiar with the quality of work by your firm for projects of similar nature to those contained in the above Scope of Work. [\(20 points\)](#)

Firms must disclose any potential conflicts of interest within their proposal.

SELECTION OF THE CONSULTANT

The selection process shall conform to FAA Advisory Circular 150/5100-14E, current edition which will be utilized to select the most qualified firm. Fee proposals will not be considered during the qualifications evaluation process. In accordance with federal law and FAA guidance, fees will be negotiated only with the most qualified firm. Fee information should not be submitted with the statement of qualifications.

A review group will evaluate the Request for Qualifications (RFQ) submitted and rank the qualified firms. The City may select a consulting firm directly based on the submitted RFQ (based on the above criteria) or may request interviews. Interviews are optional and at the City's discretion. All unsuccessful firms will be notified after selection of the Consultant and may contact the owner for debriefing.

Review Group:

Evan Blanco	Airport Committee Member
Kristie Leshovsky	Community Development Director
Forrest Steinhoff	Assistant Planner
Paul Fiechtner	Public Works Director
Jim Schulz	Senior Engineer

The City reserves the right to reject any and all submissions to this RFQ, request clarification, or waive technicalities, if it is deemed in the best interest of the City. The City assumes no responsibility for costs incurred in responding to this RFQ. No fees are to be submitted at this time or with the RFQ.

CONTRACT

The top-ranked firm will be invited to negotiate a contract with the City for a term not to exceed five years. If successful negotiation cannot be reached, the City reserves the right to negotiate with the next most qualified firm that submits an acceptable RFQ.

TERMS AND CONDITIONS

FAA guidance for Airport Improvement Program compliance for Professional Services Contracts is available online at: www.faa.gov/airports/aip/procurement/federal_contract_provisions/current_pdf. The Contract/Agreement with the selected firm will include all applicable federal contract provisions as required by the FAA for AIP-funded projects.

RFQ TIMELINE

The anticipated milestone dates for this this RFQ are as follows:

RFQ advertisement released	June 5, 2026
RFQ deadline	July 17, 2026 at 3:00 PM
Proposal review	July 20 – 31, 2026
Interviews, if needed	August 3 – 7, 2026
Airport Committee – Consider recommendation for preferred proposer	August 26, 2026
City Council – Consider Resolution of Approval for Agreement with preferred proposer	October/November, 2026
New Term Start	January 2, 2027

QUALIFICATIONS AND CONTACT PERSON

The Qualifications must be submitted no later than 3:00 p.m. on Friday, July 17, 2026 to: planning@moorheadmn.gov with the subject heading “Moorhead Airport SOQ – *your firm name*”

All questions regarding this RFQ should be directed to:
Forrest Steinhoff
403 Center Avenue – 7th floor
218.299.5376 // forrest.steinhoff@moorheadmn.gov



To: Moorhead Airport Committee
Subject: Project Updates & Capital Improvement Plan
Date: August 26, 2026
Prepared By: Kristie Leshovsky

AIRPORT COMMITTEE REPORT

PROJECT UPDATES

- Phase I of the AWOS siting study – new location has been approved.
 - ✓ Environmental review and ALP update are complete. MnDOT anticipates moving forward to construction/utility expansion and installation of the new AWOS. The AWOS relocation timeline is unknown, but anticipated to be proceeding soon.



- Fuel Tank (Jet A) replacement and pump (2) replacement:
 - ✓ Open Bids - April 7, 2026
 - ✓ Lowest bidder – Minnesota Petroleum Services
 - ✓ Council Consideration - April 27, 2026
 - ✓ Construction: 2027
- PAPI replacement:
 - ✓ Open Bids - April 14, 2026
 - ✓ Lowest bidder – ATC Electric
 - ✓ Council Consideration - April 27, 2026
 - ✓ Construction: 2026
 - Construction window is a 14 consecutive day period. Anticipated to be completed this year contingent upon material availability. Runway will be closed during project.
- Snow Removal Equipment Replacement:
 - ✓ Open Bids - April 28, 2026
 - ✓ Lowest bidder – RDO John Deere
 - ✓ Council Consideration – May 26, 2026
 - ✓ Procurement: 2026

ANTICIPATED PROJECTS ON THE HORIZON

Year	Projects	Est. Cost	Federal	State	Local
2027	Pavement Maintenance (crack seal) <i>Pavement will be inspected to determine appropriate maintenance needed</i>	\$233,000	\$209,700	\$11,650	\$11,650
2027	Sweeper/broom (competitive grant, if available)	\$25,000	\$0	\$16,800	\$7,200
2028	Taxilane	\$280,000	\$252,000	\$14,000	\$14,000
2030	Runway/Taxiway Reconstruction /other pavement maintenance (<i>competitive funding, Discretionary funding request</i>)	\$5,500,000	\$4,950,000	\$275,000	\$275,000

Moorhead Municipal Airport Fuel Sales

	100 LL (Gallons)	Jet A (Gallons)
2010	22,484.1	2,866.4
2011	21,853.5	5,190.2
2012	28,615.7	17,890.2
2013	23,810.0	11,843.2
2014	17,727.3	3,048.3
2015	19,219.2	7,337.0
2016	21,003.9	11,115.8
2017	20,460.0	6,540.7
2018	23,344.6	9,813.7
2019	19,745.0	8,380.9
2020	20,109.0	7,225.9
2021	28,270.0	10,564.4
2022	29,464.2	18,787.4
2023	33,367.5	38,813.9
2024	32,639.0	16,011.3
2025		
January	1,463.2	2,107.0
February	1,799.3	1,714.9
March	2,343.5	695.1
April	2,253.5	513.5
May	3,980.0	732.5
June	3,023.9	1,472.8
July	3,841.6	3,080.2
August	3,390.9	2,840.4
September	3,173.4	900.3
October	3,131.0	210.9
November	1,984.3	1,286.0
December	1,159.3	373.3
Total	31,543.9	15,926.9
2026		
January	1,296.4	1,595.6
February	1,321.6	530.0
March	2,124.3	384.7
April	2,404.2	243.4
May	3,475.8	609.3
June	2,865.9	1,363.7
July	3,831.0	1,741.1
August		
September		
October		
November		
December		
Total	17,319.2	6,467.8

Girls IN AVIATION DAY

A Women in Aviation International® Event

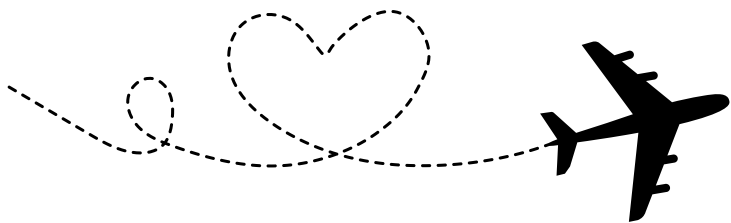
FREE ADMISSION

Saturday, September 19th 2026

10 a.m. - 3 p.m.

Moorhead Airport – Florence Klingensmith
Field

3309 70th St S, Moorhead, MN 56547



Join us for a **FREE** day of aviation
exploration designed to inspire the
next generation of aviators!



Aircraft Display • Activities • Aviation Careers