

# Special Meeting - Dickinson Municipal Airport Authority – August 22nd, 2019

---

## Order of Business

- I. CALL TO ORDER:** Chairman Jon Frantsvog called the meeting to order at 7:30am.
- II. ROLL CALL**
- |                      |               |         |
|----------------------|---------------|---------|
| Chairman:            | Jon Frantsvog | Present |
| Secretary/Treasurer: | Markus Powell | Present |
| Vice Chairman:       | Shawn Soehren | Present |
| Commissioner:        | Bruce Burke   | Present |
| Commissioner:        | Jeff Moore    | Present |
- Also, Present:
- |                                |               |
|--------------------------------|---------------|
| Airport Manager                | Kelly Braun   |
| Airport Administrative Officer | Laurie Roller |

There were no additions or changes to the agenda.

### **III. SPECIAL MEETING AGENDA**

#### **1. ITEMS REQUIRING BOARD ACTION**

##### **A. EIIO Reimbursement Request – 3 Total**

Discussion: No Discussion

Motion: "I move to approve Energy Infrastructure & Impact Office Grant (3 Total) requests for reimbursement." -Markus Powell

Seconded: Jeff Moore  
Motion carried unanimously

##### **B. 2020 Budget**

Discussion: Airport Manager Mr. Braun explained changes on the income summary of the budget. Landing fees of \$42,000 is projected for the upcoming year. Landing fees from Key Lime and Conoco Phillips are due to an increase in activity. Key Lime and Conoco Phillips will be entered under general aviation ramp fees and not airline landing fees in the future. Ground leases with the FBO have been reduced based on the Sanford lease which is no longer active since Sanford occupies their own building. The car wash is fixed income of \$16,308.00. The increase in income was due to some damages to the car wash incurred and the damages were reimbursed to the airport. Ground leases in the amount of \$5800.00 are based on the two private owned hangars Sanford and Red Barron. Substantial income increases for car rentals due to increased traffic. PFC's and

paid parking should increase based on enplanements. Mr. Braun will have a discussion with FBO owner to talk about prorated expenses of electric, water, and propane being billed directly to the FBO. Mr. Braun is checking with Roughrider Electric to see what dividend amount the airport will be receiving this year.

Commissioner Moore asked if the 4 mills from the county are secured. Mr. Braun explained the 4 mills from the county are not secured and he will be presenting the budget to the county in September 3<sup>rd</sup>. Kelly explained that if the airport does not receive the 4 mills from the county then the local capital improvement projects will have to be adjusted. Mr. Moore questioned if we have received a legal opinion whether the county can deny the mill levy amount requested based on North Dakota statutes. Mr. Braun has consulted with the airport's attorney and the state tax commissioner for clarification on the mill levy requests. The airport is still waiting for clarification from the state. The county is not obligated to pay mills to the airport and the airport does not have a taxing authority. Elected officials would need to approve the mill request. Mr. Braun recommended meeting with county commissioners to inform of the importance of receiving funding for the airport. The mills would be used for local capital improvement project that do not qualify for federal or state funding. Commissioner Burke recommended inviting those county commissioners to the airport to show them why funding is needed.

Mr. Braun explained the expense summary of budget. General building maintenance costs increased included light fixtures replacement, weather stripping, and inspections on boiler. A full-time maintenance position that has been vacant since 2016 has been filled. Employee benefits increased due to filling the vacant maintenance position. The previous administration position did not utilize the health benefits and the replacement administration position filled utilizes the health benefits. Health benefits could increase up to 15% but the exact percentage is unknown.

The line item for SMS (Safety Management System) is for a software system that FAA has been talking about implementing thru a directive requiring every airport to develop a safety management software system. The approved budget will be presented to the city for final approval and stark county commission for their review.

Motion: "I move to approve the 2020 Budget." – Bruce Burke

Seconded: Shawn Soehren  
Motion carried unanimously

#### **IV. ADJOURNMENT**

A. Motion to Adjourn Airport Board Meeting – Jeff Moore  
Seconded: Shawn Soehren

Motion Carried Unanimously – Meeting Adjourned at 8:17am on August 22nd, 2019.

**OFFICIAL MINUTES PREPARED BY:**

\_\_\_\_\_  
Laurie Roller, Airport Administrative Officer

**APPROVED BY:**

\_\_\_\_\_  
Municipal Airport Authority

Date: September 12<sup>th</sup>, 2019