

Order of Business

- I. **CALL TO ORDER:** Chairman Jeff Moore called the meeting to order at 4:00pm.
- II. **ROLL CALL**
- | | | |
|----------------------|---------------|---------|
| Chairman: | Jeff Moore | Present |
| Vice Chairman: | Shawn Soehren | Present |
| Secretary/Treasurer: | Markus Powell | Present |
| Commissioner: | Jon Franstvog | Present |
| Commissioner: | Bruce Burke | Absent |
- Also, Present:
- | | |
|-----------------------------------|---------------|
| Airport Manager | Kelly Braun |
| Airport Administrative Officer | Laurie Roller |
| KLJ Engineer | Rod Senn |
| Stark County Commissioner Liaison | Carla Arthaud |

Additions to the Agenda: Additional Bills Payable and 1E. AIP 3-38-0013-039-2018 Outlay 11

III. **Approval of the Consent Agenda**

1. Minutes of regular meeting dated January 14th, 2020
2. Accounts Payable
3. Check Report
4. January 2020 Financial Statements

Minutes of regular meeting dated January 14th, 2020 were approved without errors.

Discussion: Commissioner Frantsvog inquired about the MB5 refill wafer wire on the additional bills payable. Airport Manager Braun explained this purchase was for replacement broom discs for the snow removal equipment. Secretary/Treasurer Powell questioned the negative balance on the interest checking account. Airport Manager Braun explained this was due to holding payment until the airport receives reimbursement from state grants and FAA. Commissioner Frantsvog inquired about the additional purchase from M-B Companies. Airport Manager Braun explained the purchase was for the broom discs for a payload.

Motion: "I move to approve the consent agenda." – Jon Frantsvog

Seconded: Shawn Soehren
Motion carried unanimously

IV. **Manager's Report**

- Airport Manager, Kelly Braun followed up from last meeting question regarding the reason why there was a reduction of rent income. Mr. Braun explained the airport is no longer receiving rent from Sanford since they now occupy their own hangar.

- The Western Governor’s Conference will be held in June in Medora. The airport is in the process of renovating the FBO to get the general aviation terminal in a presentable manner. Kelly has reached out to contractors and they are working on the quotes. Kelly ordered a roll off dumpster and the old section of the general aviation terminal has been gutted down to the studs so that contractors can view what challenges they face. Quotes should be in by next meeting so that board can act at the next board meeting for the renovation.
- The Medora Corporation has been sold to a company in Australia. On a positive note, an individual that was involved in these meeting with the purchase stated one of the reasons the deal went thru was because of the commercial service in Dickinson. The meetings were facilitated without a time demand.
- The final draft for the 2018 audit will be presented to the Board for review and approval at the next board meeting. Eide Bailly will have a representative present to go thru the audit and answer any questions that the board may have. There were a couple of material weaknesses that have trended throughout the years based on staff size and number of responsibilities that the staff undertakes regarding the airport’s finances.
- FAA moved the grant application deadline to May 18th, 2020. Typically, grant applications are due in September. The airport will be advertising for the next phases of the runway construction in April 2020. State grants for reimbursable agreement for the NAVAIDS are due in April. It will cost approximately 2.5 million dollars in NAVAIDS for the runway and FAA tech ops personnel installing the equipment. Kelly has had discussions with State Aeronautics, and they are fully supportive moving forward. There will be a second round of grant application in the fall for the local match portion of the construction project.
- Kelly received a notification from the Department of Transportation, and they would like to have a local meeting with community leaders and prominent business leaders and the community to hold a special meeting on February 25th. DOT would like to get feedback on essential air service unsubsidized to ensure federal dollars are being spent are spent wisely. Kelly will reach out to our congressman, state representatives and local leaders.
- AFFF foam used for firefighting has been a hot topic. There are recommendations but are not mandatory for containing the AFFF foam. AFFF foam is tested annually to ensure our apparatus is dispensing at a 3% AFFF solution. The process currently is to squirt AFFF solution into a bucket and use a refractometer to test the solution. There are two manufactures that have developed testing equipment that doesn’t expose the AFFF foam to the ground and storm water runoff. The systems are not mandatory as of now but could change in the future. There are grants available for the containment system. UMAS is in the first week of March and Kelly will find out more information. Bismarck is getting a closed cart system. There have been preliminary conversations of taking our apparatus to Bismarck for testing of the AFFF foam. The carts cost around \$50,000.
- Kelly has reached out to Bank of the West to discuss high interest yield bank accounts but has not heard back from the bank.

V. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. EIO Reimbursement Request – G180092, G190002, G190004, G190006

Discussion: No discussion.

Motion: “I move to approve Energy Infrastructure & Impact Office Grants G180092, G190002, G190004, G190006 Requests for Reimbursement.” – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

B. Adjusted Budget 2019

Discussion: Mr. Braun explained at the end of the year the costs centers are adjusted to reflect 99% to balance the 2019 budget.

Motion: “I move to approve the adjusted budget for 2019 and authorize the Administrative Officer to make the changes in Quick books.” – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

C. 2020 Board Meeting Dates

Discussion: Mr. Braun stated that the board has the option to change the Airport Board meeting dates and times.

Motion: “I move to approve the 2020 Airport Board Meeting dates and times to remain the same scheduled for the second Tuesday of each month.” – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

D. Office Printer Capital Expenditure

Discussion: Mr. Braun would like to purchase utilizing capital dollars for a new printer for the office. The current printer is inadequate for what the airport needs are. The board discussed the quote from SBM and recommended to check more options including leasing a printer.

Motion: No Motion was made.

E. AIP 3-38-0013-039-2018 Outlay 11

Discussion: No Discussion

Motion: “I move to approve AIP 3-38-0013-039-2018 Outlay 11 for Reimbursement in the amount of \$4,994.00.” – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports for January 2020

Discussion: Mr. Braun reviewed the commercial air service reports with the board. Enplanements have increased around 10% for 2019. United additional flights on Saturday and Sunday are continuing which brings 14 round trips per week. Essential air service was discussed.

B. Parking & Car Rental Update for January 2020

Discussion: Mr. Braun reviewed the paid parking and car rental increases with the board.

C. Old Business

Discussion: None

D. Other

Discussion: Mr. Braun presented the board with a list of projects and probable costs that do not qualify for state or federal reimbursement and need to be funded locally. Mr. Braun and the board discussed the projects. Mr. Braun will keep the board updated on the projects.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Markus Powell
Seconded: Jon Franstvog
Motion Carried Unanimously – Meeting Adjourned at 4:50pm on February 11th, 2020.

OFFICIAL MINUTES PREPARED BY:

Laurie Roller, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____