

# Regular Meeting - Dickinson Municipal Airport Authority – May 12th, 2020

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## 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 | Not Present |
| Commissioner:        | Bruce Burke   | Present     |

Also, Present:

Airport Manager	Kelly Braun
Airport Administrative Officer	Laurie Roller
KLJ Engineer	Rod Senn

**III. Approval of the Consent Agenda**

1. Minutes of regular meeting dated April 14<sup>th</sup>, 2020
2. Accounts Payable
3. Check Report
4. April 2020 Financial Statements

Additions to the Regular Agenda Items Requiring Board Action: D. CARES Act Grant Offer 3-38-0013-42-2020.  
Removed Item 2A. CARES Act (Airports) under Items Not Requiring Board Action.

Minutes of regular meeting dated April 14<sup>th</sup>, 2020 were approved without errors.

Discussion: No Discussion

Motion: "I move to approve the consent agenda and additional bills payable." – Shawn Soehren

Seconded: Bruce Burke

Motion carried unanimously

**IV. Manager's Report**

- Airport Manager, Kelly Braun received bids for the 1st phase of construction for Runway 14-32. Four (4) bids were received for schedule 2 (electrical) and two (2) bidders for schedule 1 (general civil construction). The apparent low bidders at this point are; Martin Construction for general civil construction was the low bid in amount of \$14,998,350.00 and Denny's Electric bid for electrical was the low bid at \$282,230.00 for a total amount of \$15,280,580.00 which was slightly below the engineers estimate in the amount of \$15,813,500.00. Grant application for federal funds has been extended to June 12<sup>th</sup> due to the COVID-19. The grant application for 2020 will be 100% FAA funded. The airport is eligible for 5.9 million dollars in supplemental funds to go along with our discretionary amount and entitlement amount for a total of 16.5 million dollars in available funds thru the FAA. The two

reimbursable agreements that we have applied for thru the state will be added to the grant application so that we can utilize the available federal funds.

- Airline enplanements have decreased. April enplanements were 154 total passengers. On a positive note there were 18 passengers that boarded the flight this morning. Airlines have received approval from the DOT to reduce the number of flights that are obligated to operate by 50%. Currently, Dickinson has the morning departure and a return in the evening scheduled thru July. Weekend reduction of no Saturday night arrival and no Sunday morning departure. This is based on demand. Commissioner Burke asked who the primary businesses are flying on the airline. Mr. Braun replied that ConocoPhillips has discontinued their private flight and most of the passengers are ConocoPhillips passengers.
- Mr. Braun is working toward replacing the two hangar doors. The FBO (Fixed Based Operator) remodel and removal of terminal is going well. Mr. Braun updated the board on the progress of the projects.
- Runway construction project is going well, and weather has been cooperative. 60% of the general excavation is complete. Strata Corporation has pulled the home runs for the electrical. The scheduled is to pour concrete after the July 4<sup>th</sup> holiday. Hauling in subbase should be the first week in June.
- Staff has been working from home as much as possible. Looking at going back to full time staffing May 17<sup>th</sup>, 2020. The difficulties and challenges of working from home was discussed.

## V. REGULAR AGENDA

### 1. ITEMS REQUIRING BOARD ACTION

#### A. EIIO Reimbursement Request – G180092, G190002, G190003, G190006

Discussion: No discussion.

Motion: “I move to approve Energy Infrastructure & Impact Office Grants G180092, G190002, G190003, G190006 Requests for Reimbursement.” – Shawn Soehren

Seconded: Bruce Burke

Motion Carried Unanimously

#### B. AIP 3-38-0013-039-2018 Outlay 14

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-039-2018 Outlay 14 for Reimbursement in the amount of \$7,461.00.” – Markus Powell

Seconded: Bruce Burke

Motion Carried Unanimously

#### C. AIP 3-38-0013-040-2019 Outlay 3

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Discussion: Mr. Braun explained the expense reimbursement was from KLJ, Martin Construction and Strata Corporation for Phases 3 and 4. Reimbursement is at 90%.

Motion: “I move to approve AIP 3-38-0013-040-2019 Outlay 3 for Reimbursement in the amount of \$687,462.00.” – Markus Powell

Seconded: Bruce Burke  
Motion Carried Unanimously

## D. CARES Act Grant Offer 3-38-0013-42-2020

Discussion: Mr. Braun explained that reimbursements can be submitted up to four years and can be used for debt service, payroll, small projects, and any lawful use of airport funds. The funds can be used for AIP (Airport Improvement Projects) but there are additional requirements. Chairman action is also attached to the grant authorizing the Chairman to sign associated documents after legal review.

Motion: “I move to approve the CARES Act Grant 3-38-0013-42-2020 in the amount of \$1,092,969.00 and authorize the Chairman to sign associated documents.” – Shawn Soehren

Seconded: Markus Powell  
Motion Carried Unanimously

## 2. ITEMS NOT REQUIRING BOARD ACTION

A. **CARES Act (Airports)** (Item removed from the Agenda)

B. **GA/Commercial Service Reports for April 2020**

Discussion: No discussion.

C. **Parking & Car Rental Update for April 2020**

Discussion: No discussion.

D. **Old Business**

Discussion: None

E. **Other**

Discussion: None

## VI. **ADJOURNMENT**

1. Motion to Adjourn Airport Board Meeting – Bruce Burke

Seconded: Shawn Soehren

Motion Carried Unanimously – Meeting Adjourned at 4:23pm on May 12<sup>th</sup>, 2020.

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**OFFICIAL MINUTES PREPARED BY:**

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

**APPROVED BY:**

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

Date: \_\_\_\_\_