

## 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	Not Present
Secretary/Treasurer:	Markus Powell	Present
Commissioner:	Jon Franstvog	Present
Commissioner:	Bruce Burke	Present

Also, Present:

Airport Manager	Kelly Braun
Airport Administrative Officer	Laurie Kasian
KLJ Engineer	Rod Senn
City Commissioner	Carla Arthaud

III. **Approval of the Consent Agenda**

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

Additions to the Agenda: Additional Bills Payable

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

Discussion: Commissioner Frantsvog inquired about the invoice for parking lot drainage. Airport Manager Kelly stated there was an area in the parking lot where water would not drain when the addition to the parking lot was added and has been a problem area in the wintertime. Drains were added to drain the water properly.

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

Seconded: Bruce Burke  
Motion carried Unanimously

IV. **Manager's Report**

- Airport Manager, Kelly Braun reported a concrete truck driver drove on about 3000 feet of concrete that had been poured the day before in approximately the middle of the runway. The driver was unfamiliar with the airport and had not gone thru training. There has been additional training added after the incident to prevent repeat incidents. Engineers and Kelly walked the concrete looking for visible signs of damage to the concrete and there were none. Core samples were taken from that area and will be analyzed and tested for fractures. At a minimum, the airport will ask for an extended warranty for the

concrete. KLJ Engineer Senn stated normal warranty would be around 1 year and extended warranty is around 10 years. Core samples were taken from the wheel track. The samples will be tested for compression strength and analyzed for any fractures. The testing will be covered by Dickinson Ready Mix. Thickness, cure time and psi of the concrete was discussed. The sample testing should come back in a few days. Warranty and warranty bonds of the runway was discussed. Commissioner Frantsvog asked whose is responsible for the driver training. Mr. Braun stated the airport is responsible for the driver trainings and held two days of trainings for all drivers. Mr. Braun reported the driver that drove on the concrete was not supposed to be dispatched to the airport and there was a mix up of communication at the batch plant with Dickinson Ready Mix. KLJ Engineer Senn stated he will send the testing results to the airport and board as soon as he receives them.

- Airport Manager, Braun informed that bids opened for the 1<sup>st</sup> phase of Runway 14/32 for next year's project. All bids were reviewed, and Denny's Electric was the low bid for the electrical portion. After review, Denny's Electric did not meet the DBE (Disadvantaged Business Enterprise) requirements for the bid. Denny's Electric did not put good faith efforts to get a DBE contractor and did not provide the required documentation. The information was forwarded to the airport attorney and the attorney agreed the DBE requirement had not been met. Strata Electric was the second lowest bidder. The difference between the bids was less \$10,000. The bids have not been brought to the board for award due to not having the federal funding in place yet. Kelly should have the grant awards by the next board meeting.
- Airport Manager, Kelly Braun was notified the Western Governors Conference was cancelled for this year.

### V. REGULAR AGENDA

#### 1. ITEMS REQUIRING BOARD ACTION

##### A. EIIO Reimbursement Request – G180092, G190002, G190003, G10006

Discussion: No discussion.

Motion: "I move to approve Energy Infrastructure & Impact Office Grants G180092, G190002, G190003, G190006 Requests for Reimbursement." – Markus Powell

Seconded: Bruce Burke  
Motion Carried Unanimously

##### B. AIP 3-38-0013-039-2018 Outlay 17

Discussion: Airport Manager Braun explained the reimbursement request is for work that has been completed for Runway 15/33 Phases 1 & 2.

Motion: "I move to approve AIP 3-38-0013-039-2018 Outlay 17 for Reimbursement in the amount of \$290,314.00." –Bruce Burke

Seconded: Markus Powell  
Motion Carried Unanimously

**C. AIP 3-38-0013-040-2019 Outlay 6**

Discussion: No discussion

Motion: "I move to approve AIP 3-38-0013-040-2019 Outlay 6 for Reimbursement in the amount of \$1,224,554.00." – Markus Powell

Seconded: Bruce Burke  
Motion Carried Unanimously

**D. CARES Act Reimbursables 3-38-0013-042-2020**

Discussion: Mr. Braun explained the reimbursement is for operational expenses the airport has incurred. Chairman Moore asked what the balance of the grant was. Airport Manager Braun stated we would put a running balance on the next reimbursement request.

Motion: "I move to approve the CARES Act Grant 3-38-0013-42-2020 Request #3 for reimbursement in the amount of \$115,104.94." – Jon Frantsvog

Seconded: Markus Powell  
Motion Carried Unanimously

**E. Martin Construction Change Order No. 2**

Discussion: Mr. Braun reported the airport certification and safety inspector recommended the airport have two lighted runway closure crosses on runway 15-33 & 14-32 when the runways are closed. The runway closure crosses are eligible for reimbursement thru the airports grant and will become the airports property.

Motion: "I move to approve Martin Construction Change Order No. 2 on project Runway 15-33 Phase 1 and 2." – Markus Powell

Seconded: Bruce Burke  
Motion Carried Unanimously

**2. ITEMS NOT REQUIRING BOARD ACTION**

**A. Preliminary Budget Planning 2021**

Discussion: Airport Manager Braun is scheduled to meet with the City of Dickinson in September regarding the airports budget funding. Enclosed is the preliminary budget and projected income and expenses for next year. More discussions to come at the next board meeting. Commissioner Burke asked if there were any items to notate. Mr. Braun explained the airport is down 2 operation employees and does not plan to replace those positions until passengers' and flight levels have increased and demand to

cover those flights is needed. Landing fees, fuel flowage fees, paid parking is reduced based on the current trends. Projected income is \$500,000 less than last year. Expenses has been reduced by around \$47,000.00. Construction projects in 2019 and 2020 will be closed out in 2021. Airport Manager Braun is currently working with the county and city in requesting funding for the airports budget for next year. Currently, the airport receives 1 mill from Stark County for operating expenses estimated at \$78,416. The airport receives 4 mills from the City of Dickinson estimated at \$120,250 per mill for operating expenses. The additional \$671,000.00 request from Stark county is for Capital Projects which need to be paid in 2021 to close out projects that were started in 2019 and 2020. There is a new century code that has passed a few years ago authorizing the political subdivision including airports to request mills for capital projects from the county.

### **B. GA/Commercial Service Reports for July 2020**

Discussion: Mr. Braun indicated a gradual increase in enplanements. If the airport can maintain approximately 850 enplanements per month then the airport will be able to make the 10,000 annual enplanements.

### **C. Parking & Car Rental Update for July 2020**

Discussion: No discussion

### **D. Old Business**

Discussion: Commissioner Frantsvog inquired if flight instructing students has picked up. Airport Manager Braun stated he was uncertain, but it seemed that students have been flying daily. Commissioner Frantsvog asked if the hangar doors have been delivered. Mr. Braun stated the hangar doors should be delivered in the first part of September. Chairman Moore asked if a decision has been made as to fix the FBO roof. Mr. Braun stated he has not decided and is doing more research on the best way to go about fixing the roof.

### **E. Other**

Discussion: None

## **VI. ADJOURNMENT**

1. Motion to Adjourn Airport Board Meeting – Bruce Burke  
Seconded: Markus Powell  
Motion Carried Unanimously – Meeting Adjourned at 4:53pm on August 11<sup>th</sup>, 2020.

# Regular Meeting - Dickinson Municipal Airport Authority – August 11th, 2020

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**OFFICIAL MINUTES PREPARED BY:**

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Laurie Kasian, Airport Administrative Officer

**APPROVED BY:**

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Municipal Airport Authority

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