

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 Frantsvog	Present
Commissioner:	Bruce Burke	Present

Also, Present:

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

III. **Approval of the Consent Agenda**

1. Minutes of regular meeting dated August 11th, 2020
2. Accounts Payable
3. Check Report
4. August 2020 Financial Statements

Additions to the Agenda: Additional Bills Payable

Minutes of regular meeting dated August 11th, 2020 were approved without errors.

Discussion: Chairman Moore inquired if the Kuntz remodel invoice matched the bid. Airport Manager Braun stated yes.

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

Seconded: Jon Frantsvog
Motion Carried Unanimously

IV. **Manager's Report**

- Airport Manager, Kelly Braun updated the board on the progress of the FBO (Fixed Base Operator) remodel and Commercial Terminal remodel. The FBO damaged ceiling tiles in the women's bathroom and passenger waiting area will be replaced before the end of the week. The roof on the cold storage hangar will be fixed with new neoprene screws in October to fix the leaks. Carpet installation is the only item left to complete the terminal remodel. Installation for the hangar overhead doors is scheduled for next week and Midland Door Solutions will try to install both doors the same week.
- Airport Manager, Braun informed updated the board on Runway Project 15-33. Grooving of the runway should be completed by the end of the week and then line painting will follow the next week. Paving asphalt was scheduled today but rain delayed paving by a day. Asphalt and concrete depth were

discussed. The project is on schedule. Asphalt patches will be placed on the entrance road to the commercial parking lot, drain area in the commercial parking lot, and an area in front of the hangar. Sanford AirMed hangar parking lot will be paved with asphalt. Sanford AirMed will be paying for the paving of their parking lot.

- KLJ Engineer, Rod Senn explained the core sample testing results for Runway 15-33 where a concrete truck drove. Samples were taken from the core of the wheel tracks and all tests results so far were leading toward no damage. There are no visible tracks in the concrete. Mr. Senn explained how the core samples are tested. A warranty bond was discussed for the runway. The cost of the testing will be paid for by Dickinson Ready Mix. Once the final core testing sample results are finalized, the results will be emailed to the board members and reported to FAA.
- Airport Manager Braun made a presentation at the Stark County Commission meeting. Mr. Braun requested funding from Stark County in the amount of \$671,000 which will closeout two projects this year from year 2019 & 2020. Mr. Braun reported the Stark County Commission kept the \$671,000 in their budget and approved \$350,000 and would go up to \$671,000 pending on funding from other counties.

Mr. Braun also made a presentation to Dunn County and the commissioners were very supportive of the airport. Dunn County made a motion to approve \$250,000 for the airport. Mr. Braun will be making the same presentation to Billings County in October.

V. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. EIIO Reimbursement Request – G190002, G190003, G180092

Discussion: Airport Manager Braun explained the reimbursement is for the work completed for temporary Runway 15-33 Construction, electrical and NAVAIDS and bidding services.

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

Seconded: Shawn Soehren
Motion Carried Unanimously

B. AIP 3-38-0013-039-2018 Outlay 18

Discussion: Airport Manager Braun explained the reimbursement request is for work completed for temporary Runway 15-33.

Motion: "I move to approve AIP 3-38-0013-039-2018 Outlay 18 for Reimbursement in the amount of \$508,641.00." –Shawn Soehren

Seconded: Markus Powell

Motion Carried Unanimously

C. AIP 3-38-0013-040-2019 Outlay 7

Discussion: Airport Manager Braun explained the reimbursement is for work completed on Project 40 on temporary Runway 15-33.

Motion: "I move to approve AIP 3-38-0013-040-2019 Outlay 7 for Reimbursement in the amount of \$2,105,999.00." – Bruce Burke

Seconded: Shawn Soehren

Motion Carried Unanimously

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

Discussion: Airport Manager, Braun explained the reimbursable items are for operational expenses and noted the balance of the grant on the agenda summary. Chairman Moore inquired what items are not reimbursable. Mr. Braun stated taxes and local share of capital projects are ineligible for reimbursement.

Motion: "I move to approve the CARES Act Grant 3-38-0013-42-2020 Request #4 for reimbursement in the amount of \$46,717.71." – Jon Frantsvog

Seconded: Markus Powell

Motion Carried Unanimously

E. Martin Construction Change Order No. 1

Discussion: Airport Manager, Braun explained the change order will provide seed mixture modifications, removal and disposal of rubble, and traffic control items including low profile barricades. Commissioner Frantsvog inquired on the location of the barricades. Mr. Braun explained the barricades will go across the connectors on the temporary runway.

Motion: "I move to approve Martin Construction Change Order No. 1 on project Runway 15-33 Phase 3 and 4." – Bruce Burke

Seconded: Shawn Soehren

Motion Carried Unanimously

F. FAA Grant Offer AIP 3-38-0013-041-2020

Discussion: Airport Manager, Braun informed the board the grant offers have not been received from the FAA. Mr. Braun recommended a motion for the board to authorize the Chairman to sign the grant offers electronically if the total amounts are correct and after attorney review. Commissioner Frantsvog inquired about attorney signature. Mr. Braun stated the Chairman would sign the grant initially then attorney would review and sign for proper representation and grant assurances are met for the airport. Commissioner Burke inquired about the CARES

matching funds. Mr. Braun stated the \$5,388,889.00 is a supplemental grant thru the CARES Act funding for next year's capital projects local share. Commissioner Frantsvog suggested sending the grants to all the board members for review before Chairman Moore executes the grants. Mr. Braun stated he would send the grants to each board member for review before Chairman Moore executes the grant.

Motion: "I move to approve the FAA Grant Offer, Grant No. AIP-3-38-0013-041-2020 in the amount of \$5,388,889.00 and Grant No. AIP-3-38-0013-043-2020 in the amount of \$10,798,333.33, authorize the Chairman to sign associated documents and attorney review." – Bruce Burke

Seconded: Jon Frantsvog
Motion Carried Unanimously

G. FAA Grant Offer AIP 3-38-0013-043-2020

Discussion: Combined discussion with Item F. FAA Grant Offer AIP 3-38-0013-041-2020

Motion: See Motion for F. FAA Grant Offer AIP 3-38-0013-041-2020

Seconded: See F. FAA Grant Offer AIP 3-38-0013-041-2020

H. 2021 Budget

Discussion: Commissioner Frantsvog questioned flight schedules effecting passenger enplanements and if the second flight will be reinstated in the future. Mr. Braun stated operationally there has been talk about the mid-day flight returning October 1st, 2020 but nothing has been affirmed by United Airlines. If the mid-day flight returns, then there would additional revenue for the airport. Commissioner Burke inquired about the income of the FBO rent. Mr. Braun stated he combined previous income line items to the FBO rent line item, making it one line item.

Motion: "I move to approve the "2021 Budget." – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports - August 2020

Discussion: Commissioner Frantsvog asked when UPS will be ceasing air service to Dickinson. Mr. Braun stated UPS is supposed to cease air service to Dickinson the 1st of the year and ground transportation will deliver packages from the Bismarck Airport to surrounding areas. General Aviation has seen an increase in traffic and flight instruction has increased.

B. Parking & Car Rental Update - August 2020

Discussion: No discussion

C. Old Business

Discussion: DBE (Disadvantage Business Enterprise) Discussion: Airport Manager, Braun stated Denny's Electric was the low bid on the electrical portion for the 1st phase of Runway 14/32. Denny's Electric did not meet the DBE requirements of good faith efforts. Strata Corporation was the second low bid and has put forth good faith efforts according to meet the DBE requirements. Engineer Senn reported good faith efforts are to be submitted with the bid and the airport did not receive good faith efforts from Denny's Electric until after the bids were due.

D. Other

Discussion: Vice-Chairman Soehren stated he is working with Commissioner Powell in completing Airport Manager annual review.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Bruce Burke
Seconded: Markus Powell
Motion Carried Unanimously – Meeting Adjourned at 5:22pm on September 8th, 2020

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____