

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 Frantvog  | Present |
| Commissioner:        | Bruce Burke   | Present |
- Also, Present:
- |                                    |               |
|------------------------------------|---------------|
| Airport Manager                    | Kelly Braun   |
| Airport Administrative Officer     | Laurie Kasian |
| KLJ Engineer                       | Rod Senn      |
| KLJ Engineer                       | Charlie Baker |
| Western Edge                       | Pat Giese     |
| County Commissioner Representative | Carla Arthaud |
| Eide Bailly                        | Barb Aasen    |

III. **Approval of the Consent Agenda**

1. Minutes of regular meeting dated October 13<sup>th</sup>, 2020
2. Accounts Payable
3. Check Report
4. October 2020 Financial Statements

Additions to the Agenda: Additional Bills Payable & 2B. Dickinson Ready Mix under Warranty Bond Discussion  
Moved Item 2A. Eide Bailly 2019 Audit after the Approval of the Consent Agenda  
Minutes of regular meeting dated October 13<sup>th</sup>, 2020 were approved without errors.

Discussion: No discussion  
Motion: "I move to approve the consent agenda and additional bills payable." – Jon Frantvog  
Seconded: Markus Powell  
Motion carried Unanimously

**2A. Eide Bailly 2019 Audit**

Discussion: Eide Bailly, Chief Practice Officer, Barb Aasen reviewed and explained the 2019 Audit financial reports and executive summary. Barb Aasen reported there were no material weakness, significant deficiencies, or any noncompliance's.

**Manager's Report**

- Airport Manager, Braun received notice from Levi Treadaway, Operations Supervisor that he has taken a

new position in Pensacola, FL and his last day will be December 4<sup>th</sup>. The airport is already short staffed since two operations positions were not filled. Mr. Braun will be positing the position in search of finding a suitable candidate to fill the Operations Supervisor position.

- Mr. Braun informed the board KLJ Engineer, Rod Senn has left KLJ Engineering and has taken a position with Mead & Hunt. KLJ Engineer Charlie Baker will be transitioning into the place of Rod Senn as the airports engineer. Rod Senn thanked the airport. Mr. Braun thanked Rod and wished him the best. Mr. Braun stated the airport is due for RFP process for engineer of record which is required every 5 years. Mr. Braun has contacted Kyle Wanner with ND State Aeronautics for guidance and templates to use when soliciting for new consultants. Mr. Braun will bring more information to the December meeting. It would be a good time to review the airports CIP (Capital Improvement Plan) and gather questions and information for potential consultants. Commissioner Frantsvog explained there are two steps in the process. An initial review of candidates will be provided to the board then the airport board will choose who will make a presentation to determine the consultant.
- Mr. Braun reported Runway 14/32 closed and Runway 15/33 opened without any issues. Rod Senn and Tom Shauer were present at the time of the transition and ensured the process was seamless. Runway 14/32 closed at 8:30pm and then Runway 15/33 opened at 10:30pm on November 5<sup>th</sup>. Sanford AirMed had repositioned to Bismarck and when Runway 15/33 opened then Sanford AirMed were the first ones to land on the new runway. Sanford AirMed has increased flying due to the COVID-19. Mr. Braun stated how fortunate Dickinson is to have Sanford AirMed located at the airport. Mr. Braun reported pilots flying in have been very pleased with the new runway. Mr. Giese reported three private pilots have gained their private pilot's license and working on a fourth. Mr. Giese stated they have added several general aviation airplanes in the last few months. Pat Giese's staff painted the shop floor and was finished in September. Mr. Giese was pleased with the new hangar doors. Chairman Moore asked for an update on the leaking roof. Mr. Braun stated the contractor was delayed due to the last snow received and is going to try to complete the project before the end of the year. The issue with the roof will not impact the remodel to the FBO (Fixed Based Operator). Commissioner Frantsvog asked what airplanes Pat Giese has been operating. Mr. Giese stated he is operating three 172's and if needed will add more aircraft if the demand increases.

## IV. REGULAR AGENDA

### 1. ITEMS REQUIRING BOARD ACTION

#### A. EIIO Reimbursement Request – G190002

Discussion: No discussion.

Motion: "I move to approve Energy Infrastructure & Impact Office Grant G190002, Request for Reimbursement." – Markus Powell

Seconded: Shawn Soehren

Motion Carried Unanimously

**B. AIP 3-38-0013-039-2018 Outlay 20**

Discussion: No discussion.

Motion: "I move to approve AIP 3-38-0013-039-2018 Outlay 20 for Reimbursement in the amount of \$631,470.00." –Jon Frantsvog

Seconded: Bruce Burke  
Motion Carried Unanimously

**C. AIP 3-38-0013-040-2019 Outlay 9**

Discussion: No discussion.

Motion: "I move to approve AIP 3-38-0013-040-2019 Outlay 9 for Reimbursement in the amount of \$1,351,988.00." – Markus Powell

Seconded: Jon Frantsvog  
Motion Carried Unanimously

**D. Non-Federal Reimbursement – GA Taxilane Design and Construction**

Discussion: Mr. Braun explained the reimbursement is for GA Taxilane project. The project will be completed once Martin Construction installs reflective etch markers along the taxilane.

Motion: "I move to approve the Non-Federal Project Request for Reimbursement in the amount of \$34,597.08." – Bruce Burke

Seconded: Shawn Soehren  
Motion Carried Unanimously

**E. CARES Act Reimbursables 3-38-0013-042-2020 Request #6**

Discussion: Chairman Moore asked if there has been any discussion of a continuation of funding for the CARES Act. Mr. Braun stated there are several Bills that would provide additional funding however, there has been some delay due to the presidential election.

Motion: "I move to approve the CARES Act Grant 3-38-0013-42-2020 Request #6 for reimbursement in the amount of \$99,410.86." – Jon Frantsvog

Seconded: Markus Powell  
Motion Carried Unanimously

**F. Strata Corporation Change Order No. 1**

Discussion: Mr. Braun reported the change order is to remove and relocate signs and to remove a portion of old runway lighting systems. It was in the plan but was not called out as an expense in the line items. Secretary/Treasurer Powell asked to explain the change order in more detail. KLJ Engineer

Senn explained most of the changes happened thru the review of the certification process. Thru the certification process there were items that needed to be removed either next year or now and the preference was to remove those items now instead of later. The change order work was completed while the concrete was being poured which included removal of runway edge lights, VASI (Visual Approach Slope Indicator), and threshold lights. The original plan from Martin Construction and Strata Corporation identified the items but there was no description of the items that needed to be removed. KLJ Engineer solicited for bids from the contractors. This change order was coordinated with the FAA. The removal of the foundation of the existing VASI's was deleted from the bid since FAA wanted to perform ground sampling to ensure there was no soil contamination. The VASI units are off the foundation, but the foundation is still in place and will need to be removed after the ground sampling is performed.

Motion: "I move to approve Strata Corporation – Change Order No. 1 in the amount of \$106,110.45." –  
Bruce Burke  
Seconded: Jon Frantsvog  
Motion Carried Unanimously

## **2. ITEMS NOT REQUIRING BOARD ACTION**

### **A. Eide Bailly 2019 Audit (Item moved after the Consent Agenda)**

### **B. Warranty Bond Discussion**

Discussion: Mr. Braun stated Dickinson Ready Mix stated in a letter that they are in the process of getting a warranty bond and if they are unable to so, Dickinson Ready Mix is prepared to take on themselves. Dickinson Ready Mix is proposing to cover 24 months and 10% of the total amount of the concrete that was driven on. Reports from the FAA and Braun Intertec have not been received by the airport.

### **C. GA/Commercial Service Reports for October 2020**

Discussion: Mr. Braun reported 841 enplanements which is still down since the COVID-19 pandemic. There seems to be a pent-up demand for people to travel and the airline industry is trying to figure how to meet those demands with quick turnaround testing for COVID-19.

### **D. Parking & Car Rental Update for October 2020**

Discussion: No discussion

### **E. Old Business**

-Airport Manager Annual Review

Discussion: Mr. Braun hoped the review would be ready for next month's meeting for board members to review.

### **F. Other**

Discussion: No discussion.

**VI. ADJOURNMENT**

1. Motion to Adjourn Airport Board Meeting – Bruce Burke  
Seconded: Markus Powell  
Motion Carried Unanimously – Meeting Adjourned at 5:11pm on November 10<sup>th</sup>, 2020.

**OFFICIAL MINUTES PREPARED BY:**

\_\_\_\_\_  
Laurie Kasian, Airport Administrative Officer

**APPROVED BY:**

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

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