

## 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 |
| Mead & Hunt Engineer           | Rod Senn      |
| KLJ Engineer                   | Charlie Baker |
| Stark County Commissioner      | Carla Arthaud |
| Martin Construction            | Jim Ouldhouse |

### III. **Approval of the Consent Agenda**

1. Minutes of regular meeting dated December 8<sup>th</sup>, 2020
2. Accounts Payable
3. Check Report
4. December 2020 Financial Statements

Additions to the Agenda: Additional Bills Payable

Discussion: Secretary/Treasurer Powell asked to explain the bill for fuel on MasterCard in the amount of \$479.25. Airport Administration Officer Kasian explained the bill for fuel was \$25.03 to pick up a counterweight for snow removal equipment. The \$479.25 was for Microsoft Office 365. Commissioner Frantvog inquired about the county payments from. Airport Manager Braun stated he requested 4 mills from the county, but only 1 mill was approved. The budget line item was corrected reflecting 1 mill instead of 4 mills.

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

Seconded: Markus Powell

Motion carried Unanimously

### **Manager's Report**

- Airport Manager, Braun explained the year-to-date enplanement report. Dickinson Airport enplaned 925 passengers for December 2020. The total enplanements for the year were **11,368**. United Airlines had been operating two flights a week over the and revised the schedule to one departure and one arrival

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per day. The DOT order allows airlines to reduce service and still be eligible for subsidy thru March 31<sup>st</sup>, 2020.

- The current CARES Act funds should be depleted November 2021 time frame. There is another round of CARES Act funding available but is uncertain at this time what amount the airport will be eligible to receive and when those funds will be available. More information will be provided to the board as it is received from the FAA.
- Airport staffing was discussed, and Mr. Braun stated he was not going to hire the 2 vacant airport operations positions until flight schedules return to normal and the airport starts to see enplanement numbers pick back up.

## IV. REGULAR AGENDA

### 1. ITEMS REQUIRING BOARD ACTION

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

Discussion: No discussion.

Motion: “I move to approve Energy Infrastructure & Impact Office Grant G180092, G190002 Request for Reimbursement.” – Markus Powell

Seconded: Bruce Burke  
Motion Carried Unanimously

#### B. AIP 3-38-0013-039-2018 Outlay 22

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-039-2018 Outlay 22 for Reimbursement in the amount of \$15,975.00.” –Jon Frantsvog

Seconded: Shawn Soehren  
Motion Carried Unanimously

#### C. AIP 3-38-0013-040-2019 Outlay 11

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-040-2019 Outlay 11 for Reimbursement in the amount of \$63,756.00.” – Bruce Burke

Seconded: Markus Powell  
Motion Carried Unanimously

**D. CARES Act Reimbursables 3-38-0013-042-2020 Request #8**

Discussion: Mr. Braun stated the remaining \$314,637.98 is forecasted to last until the Fall of this year. Commissioner Burke asked if there were plans to allocate so much money per month. Mr. Braun said the funds will be used for operating expenses until the funds are fully expended and/or the grant expires. Mr. Braun stated the funds cannot be used for capitol projects and the primary intent for the CARES funds is to offset the lost revenue normally generated by the airport.

Motion: “I move to approve the CARES Act Grant 3-38-0013-42-2020 Request #8 for reimbursement in the amount of \$48,889.90.” – Bruce Burke

Seconded: Markus Powell  
Motion Carried Unanimously

**E. Auditor Selection**

Discussion: Mr. Braun explained proposals gathered will be for a 3-year term. Eide Bailly has been performing the audit work for the airport the past six years. Solicitation of quotes by direct contact of at least three firms were done due to the amount of costs are less than \$100,000 do not require a formal RFQ process be followed. Mr. Braun explained the past billing with Eide Bailly, and additional costs incurred over the past airport audits. Eide Bailly has also struggled in meeting the audit deadline in the past two years. Audits need to be completed by August 31<sup>st</sup> so reporting can be made to FAA by September. Commissioner Frantsvog stated quotes should include an on time guarantee and request a cap on additional fees. Commissioner Frantsvog questioned if reference checks and years of experience were completed for Widmer Roel. Commissioner Frantsvog also requested to gather additional information and bring it to the next board meeting. Mr. Braun stated he would follow up with other airports/audit companies to enquire about performance and satisfaction and give Eide Bailly the opportunity to explain the additional billing and if possible, provide a set cap on additional fees they could charge.

Motion: “I move to approve Widmer Roel for Professional Audit Services for 2020, 2021 and 2022.” – Bruce Burke

Seconded: No Second – Item tabled until next meeting.

**F. Selection of Professional Airport Engineering and Architectural Consultant Services**

Discussion: Mr. Braun stated the airport is required to seek proposals for the Engineer of Record every five years. A proposal from Mead & Hunt and KLJ Engineering were the only two proposals received. The subcommittee reviewed the proposals and used the guidance provided by the FAA. The subcommittee rated the firms and after careful consideration the subcommittee is recommending Mead & Hunt as the airports Engineer of Record. Mr. Braun stated consultants’ fees are narrowly defined by the FAA and the airport can negotiate the fees with the consultant for each project without advertising.

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Motion: “I move to approve to approve Mead & Hunt as the airport’s engineer of record.”– Shawn Soehren  
Seconded: Jon Frantsvog  
Motion Carried Unanimously

## G. 2019 Airport Manager Annual Review

Discussion: Secretary/Treasurer Powell inquired about the retroactive date on the personal action form. Mr. Braun stated the evaluation should have been completed October 2019 and the subcommittee began to work on the evaluation over six months ago. Typically, reviews are performed annually on the employee’s anniversary date. Mr. Powell questioned why there was no review in 2019. Mr. Braun stated with the amount of activity at the airport with projects and limited staff it was overlooked and will ensure future reviews are brought to the attention of the board in a timely fashion.

Motion: “I move to approve the 2020 annual review and personal action form for Airport Manager Kelly Braun.” – Bruce Burke  
Seconded: Shawn Soehren  
Shawn Soehren – Aye, Markus Powell – Nay, Jon Frantsvog – Aye, Bruce Burke – Aye, Jeff Moore – Aye  
Motion Carried

## H. 2021 Board Meeting Dates

Discussion: No Discussion.

Motion: “I move to approve the 2021 Airport Board Meeting dates and time.”– Markus Powell  
Seconded: Jon Frantsvog  
Motion Carried Unanimously

## 2. ITEMS NOT REQUIRING BOARD ACTION

### A. GA/Commercial Service Reports for December 2020

Discussion: No discussion.

### B. Parking & Car Rental Update for December 2020

Discussion: No discussion

### C. Old Business

-Warranty Bond Discussion

Discussion: Martin Construction, Project Manager, Mr. Ouldhouse stated his role is to closeout airport projects from the previous years. Mr. Ouldhouse stated he received a letter from Dickinson Ready Mix stating they would be willing to provide a \$300,000 warranty bond for the concrete due to the

mishap of the concrete truck driving of fresh concrete. The bond would cover 15 panels of the concrete and the testing results show no damage to the concrete. Martin Construction is asking if the airport board would accept a bond from Dickinson Ready Mix and not hold Martin Construction liable. Another option would be a bond with Dickinson Ready Mix thru Northern Improvement and then thru Martin Construction to issue a bond. Mr. Ouldhouse asked how the airport board would like to proceed with the performance bond. Mr. Powell asked how many feet of concrete was driven on. Mead & Hunt, Engineer Sen stated the concrete truck drove over approximately 3000 feet of concrete and 1 panel wide. The warranty bond would cover approximately 600 feet and be covered for two years. Commissioner Frantsvog questioned if the report from Braun InterTec report was received. KLJ Engineer Baker stated the letter has been received and there were no findings of damage to the runway. The board discussed FAA involvement. Chairman Moore asked is Dickinson Ready would be willing to extend their warranty. Mr. Ouldhouse stated he could inquire with Dickinson Ready Mix but typically warranty bonds are one to two years. Mr. Senn stated he would research on and agreement where the Fargo airport authority and Northern Improvement came to terms in a somewhat similar situation at Fargo Airport and would give to Mr. Braun. Mr. Braun stated he would research if FAA has received the Braun InterTec final testing results.

**D. Other**

Discussion: No discussion.

**VI. ADJOURNMENT**

1. Motion to Adjourn Airport Board Meeting – Markus Powell  
Seconded: Jon Frantsvog  
Motion Carried Unanimously – Meeting Adjourned at 5:15pm on January 12<sup>th</sup>, 2021.

**OFFICIAL MINUTES PREPARED BY:**

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Laurie Kasian, Airport Administrative Officer

**APPROVED BY:**

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

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