

Order of Business

I. **CALL TO ORDER:** Chairman Jeff Moore called the meeting to order at 4:04pm.

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 at 4:28pm

Also, Present:

Airport Manager	Kelly Braun
Airport Administrative Officer	Laurie Kasian
Mead & Hunt Engineer	Rod Senn
Dickinson Ready Mix	Scott Olin
KLJ Engineer	Charlie Baker
Martin Construction	Jim Ouldhouse

III. **Approval of the Consent Agenda**

1. Minutes of regular meeting dated April 12th, 2021
2. Accounts Payable
3. Check Report
4. April 2021 Financial Statements

Additions to the Agenda:

Additional Bills Payable

- 1J. Airport Coronavirus Response Grant Program (ACRGP) Grant Offer 3-38-0013-045-2021

Discussion: No discussion.

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

Seconded: Jon Frantsvog

Motion carried Unanimously

Manager's Report

- KLJ Engineer, Charlie Baker updated the board on the bid opening for the FAA NAVAID Project. The general construction bids came in substantially higher than the estimate due to increased prices of cable and conduit, material and labor shortages, and compressed time frame for construction. Additional funding will be requested thru the state. The electrical bids were received. It was recognized after the electrical bids were received that the lowest bidder had missed a price in their electrical bid. The lowest

bidder recognized this and stated they are unable to follow thru with their bid. Legal counsel is reviewing the electrical bid.

- Airport Manager, Kelly Braun advised the board he would be hiring 2 operations positions due to United returning to full flight schedule in June. The CARES grant will cover the cost of the employees.
- The current paid parking system the airport uses will no longer be supported by Amano-McGann. Both software and hardware and will need to be replaced in 2022. This project will be developed and put out for bid in early 2022.
- Excavating the subbase from the old runway has started. Conduit will be laid at the end the month and pipe will be installed mid-June. Construction crews have been utilizing over a million gallons of water due to dry conditions. The runway project has been going very well.

IV. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. EIIO Reimbursement Request – G190002, G190006

Discussion: No discussion.

Motion: “I move to approve Energy Infrastructure & Impact Office Grant G190002, G190006 Request for Reimbursement in the amount of \$18,544.91.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

B. Warranty Agreement

Discussion: Mr. Braun reported the airport attorney has reviewed the warranty bond agreement (section 6 exclusive remedy) per conversations from last month’s board meeting. The warranty bond agreement has been updated and reflects the changes. The board discussed the warranty agreement. The airport attorney suggested the general contractor be included on the warranty agreement however, the general contractor is not excluded from being responsible for any problems in the future with concrete.

Motion: “I move to approve Extended Warranty Agreement with Dickinson Ready Mix Co. and approve the airport chairman to execute the agreement.” –Bruce Burke

Seconded: Shawn Soehren
Jeff Moore-aye, Shawn Soehren-aye, Markus Powell-nay, Jon Frantsvog-aye, Bruce Burke-aye

C. Martin Construction Change Order No. 3-FINAL & Review and Acceptance

Discussion: Mr. Braun explained the change order is an adjustment to the final quantities of materials used for the GA Taxilane and Apron so the grant can be closed.

Motion: “I move to approve Martin Construction Change Order No. 3-FINAL in the amount of \$13,510.52 and approve the final review and acceptance.” – Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

D. Martin Construction Change Order No. 2-FINAL & Review and Acceptance

Discussion: Mr. Braun explained the change order is to adjust the final quantities used so the grant can be closed.

Motion: “I move to approve Martin Construction Change Order No. 2-FINAL in the amount of (50,838.27) and approve the final review and acceptance.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

E. AIP 3-38-0013-039-2018 Outlay 24

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-039-2018 Outlay 24 for Reimbursement in the amount of \$97,683.00.” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

F. AIP 3-38-0013-040-2019 Outlay 12

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-040-2019 Outlay 12 for Reimbursement in the amount of \$595,149.00.” – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

G. AIP 3-38-0013-043-2021 Outlay 2

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-043-2019 Outlay 2 for Reimbursement in the amount of \$751,122.56.” – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

H. Non-Federal Reimbursement Request #4 – GA Taxilane Design & Construction

Discussion: No discussion.

Motion: “I move to approve Non-Federal Reimbursement Request #4 – GA Taxilane Design & Construction in the amount of \$18,397.60.” – Bruce Burke

Seconded: Jon Frantvog
Motion Carried Unanimously

I. CARES Act Reimbursables 3-38-0013-042-2020 Request #12

Discussion: No discussion.

Motion: “I move to approve CARES Act AIP 3-38-0013-042-2020 Request #12 for Reimbursement in the amount of \$50,972.61.” – Bruce Burke

Seconded: Jon Frantvog
Motion Carried Unanimously

J. Airport Coronavirus Response Grant Program (ACRGP) Grant Offer 3-38-0013-045-2021

Discussion: Mr. Braun explained the grant offer is in the amount of \$1,008,097.00. The airport has four years to utilize the funds for capital or operating costs of the airport including operations, personnel, cleaning, sanitation, janitorial services, spread of pathogens at the airport, and debt service payments prescribed in the Act. FAA formulated the amount allowable to each specific airport. Commissioner Frantvog asked if there is an expenditure tracking tool. Mr. Braun stated FAA requires us to submit a detail of eligible costs. FAA reviews the eligible costs for reimbursement before approving. The eligible costs will be presented to the board for approval before submitting to FAA for reimbursement.

Motion: “I move to approve Airport Coronavirus Response Grant Offer 3-38-0013-045-2021 and allow the airport chairman to execute the grant agreement.” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports for April 2021

Discussion: Mr. Braun stated enplanements have started to increase since Spring Break. Mr. Braun reported enplanements were 1,277 for the month of April. State Aeronautics report shows passenger boarding's are above the national average for North Dakota.

B. Parking & Car Rental Update for April 2021

Discussion: No discussion

C. Old Business

Regular Meeting - Dickinson Municipal Airport Authority – May 11th, 2021

Discussion: -Chairman Moore inquired about and update on the crushed asphalt that the county received from the airport. Mr. Braun stated the excess recycled asphalt that was milled off the old runway was sold to the county road department for \$5.00 per ton and the airport incurred no additional work to facilitate. Mr. Braun has not received a load count on the final tonnage.

-Mr. Braun stated the in-person phase of the 2020 audit has been completed.

Commissioner Burke asked if the airport charges landing fees for aircraft landings. Mr. Braun stated the airport charges landing fees according to landing weight of the aircraft following the airports fee schedule.

-Airport Manager Braun invited the board members to the airport construction meeting on Wednesday, May 12th at 9:00am in the ARFF Building at the airport.

-Chairman Moore asked if the runway project is running on schedule. Martin Construction, Mr. Ouldhouse stated the project is a on schedule.

D. Other

Discussion:

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Bruce Burke
Seconded: Jon Frantsvog
Motion Carried Unanimously – Meeting Adjourned at 4:58pm on May 11th, 2021.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____