

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 Frantsvog	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

III. **Approval of the Consent Agenda**

1. Minutes of regular meeting dated July 13<sup>th</sup>, 2021
2. Accounts Payable
3. Check Report
4. July 2021 Financial Statements

Additions to the Agenda:

Additional Bills Payable

Discussion: Commissioner Frantsvog inquired about an invoice from ARVIG. Airport Manager, Kelly Braun explained the invoice is for linking the 4 access gates together for programming access cards instead of having to go to each gate with a computer to program an access card, the gates can be programmed from the operations office.

Motion: “I move to approve the consent agenda and additional bills payable.” – Jon Frantsvog

Seconded: Markus Powell

Motion carried Unanimously

**Manager’s Report**

- Airport Manager, Kelly Braun reported the final totals on the runway asphalt millings hauled by Stark County. The total of 8493 tons of asphalt was hauled at \$4.00 per ton for a total of \$33,972.00
- An Airport Rescue Grant Agreement was received today from FAA in approximately \$1,117,400., however due to time constraints the grant agreement was not included at this meeting. The deadline for the grant offer is due by August 20<sup>th</sup>, 2021, to FAA. Mr. Braun requested a special call-in meeting before

the deadline of the grant agreement due. The airport board decided to hold a special conference call only meeting on Friday, August 13<sup>th</sup>, 2021, at 10:15am.

- Airport Manager Braun stated the runway construction project is going very well. Four of the six lanes of concrete have been poured. Concrete pouring was scheduled to be poured tomorrow but rescheduled due to wind because the wind dries out the surface too quickly and tends to crack the concrete. However, the concrete pouring is on-schedule and should be finished by the end of next week or the following. Grading, topsoil, and NAVAIDS construction will go into the fall.
- The FBO roof project is delayed because of the contractor waiting for materials needed to start. However, the contractor is still planning to start at the end of the week.
- Airport Manager Braun stated he will be organizing a surplus property equipment list with the Operations Supervisor.

## IV. REGULAR AGENDA

### 1. ITEMS REQUIRING BOARD ACTION

#### A. Martin Construction Pay Estimate No. 5

Discussion: No discussion.

Motion: "I move to approve payment to Martin Construction Pay Estimate No. 5 in the amount of \$3,754,471.45." – Markus Powell

Seconded: Jon Frantsvog  
Motion Carried Unanimously

#### B. Strata Corporation Pay Estimate No. 4

Discussion: Commissioner Frantsvog asked why the agenda has Martin Construction listed. Airport Administrative Officer Kasian stated this was a misprint on the agenda and the agenda item should have stated Strata Corporation instead of Martin Construction.

Motion: "I move to approve Strata Corporation Pay Estimate No. 4 in the amount of \$20,732.40." – Markus Powell

Seconded: Bruce Burke  
Motion Carried Unanimously

#### C. Mead & Hunt Invoice 318931

Discussion: Secretary/Treasurer Powell asked for an explanation of overhead plus FCCM on the invoice. Mead & Hunt Engineer Senn stated this is the way that federal government regulation that calculates the allowable overhead.

Motion: "I move to approve payment to Mead & Hunt for Invoice #318931 in the amount of \$46,548.17." – Jon Frantsvog  
Seconded: Bruce Burke  
Motion Carried Unanimously

**D. AIP 3-38-0013-043-2020 Outlay 5**

Discussion: No discussion.

Motion: "I move to approve AIP 3-38-0013-043-2020 Outlay 5 for reimbursement in the amount of \$3,821,752.02." – Markus Powell  
Seconded: Jon Frantsvog  
Motion Carried Unanimously

**E. KLJ Invoice 10153602**

Discussion: Airport Manager Braun stated this invoice was presented to the board authority last month and board authority requested for more detail on the billing. This invoice is for design and bidding services for runway 14-32 and is one of the last projects with KLJ.

Motion: "I move to approve payment to KLJ for Invoice #10153602 – Design and Bidding Services for Runway 14-32 to KLJ in the amount of \$74,608.06." – Markus Powell  
Seconded: Bruce Burke  
Motion Carried Unanimously

**F. KLJ Invoice 10155430**

Discussion: Secretary/Treasurer Powell asked why this invoice is being paid by local share and not grant funding. Mead & Hunt Engineer Senn stated this grant started in 2019 and the grant funding is depleted. A new grant would have needed to be submitted for additional funding on the project.

Motion: "I move to approve payment to KLJ for Invoice #10155430 – Design and Bidding Services for Runway 14-32 to KLJ in the amount of \$24,869.35." – Bruce Burke  
Seconded: Markus Powell  
Motion Carried Unanimously

**G. CARES Act Reimbursables 3-38-0013-042-2020 Request #15**

Discussion: Airport Manager Braun stated this grant is the first CARES Act grant the airport received. Two more grants have been awarded to the airport to assist with operational costs.

Motion: "I move to approve CARES Act AIP 3-38-042-2020 Request #15 for Reimbursement in the amount of \$29,208.28." – Bruce Burke  
Seconded: Markus Powell

Motion Carried Unanimously

**H. Martin Construction Contract – Runway 14-32 – Phase 2 Parallel Taxiway A – Phase 3 Scheduled 1**

Discussion: Airport Manager Braun explained this contract with Martin Construction to finish phase 2 of Runway 14-32 and phase 3 for Parallel Taxiway A. If the airport receives a grant offer, then Martin Construction will complete the project. Secretary/Treasure Powell asked is Mead & Hunt had reviewed the contract. Mead & Hunt Engineer Senn stated that he did not read the full contract however, the same contract was used in the past and reviewed then. Airport Manager Braun stated the contract has been reviewed by the airports legal counsel and there were no recommended changes to the contract.

Motion: “I move to approve the contract with Martin Construction, in the amount of \$14,747,056.72 and authorize the airport chairman to sign the associated documents.” – Jon Frantsvog

Seconded: Markus Powell  
Jon Frantsvog – Aye, Markus Powell – Nay, Bruce Burke – Aye, Jeff Moore - Aye  
Motion Carried

**I. Strata Corporation Contract – Runway 14-32 – Phase 2 Parallel Taxiway A – Phase 3 Schedule 2**

Discussion: Chairman Moore asked if the airport attorney has reviewed this contract. Airport Manager Braun stated yes, the attorney has reviewed and recommended no changes to the contract. Chairman Moore asked are the conditions of the bid reflected in the contract. Mead & Hunt Senn stated yes, and he reviews the bid specifications. Mr. Senn stated this contract is for the second half of the Runway 14-32 lighting system. Stark County Commissioner Carla Arthaud asked if the contract was put out of bids. Secretary/Treasurer Powell stated the airport puts bids out of each phase of the runway projects. Braun stated the airport has put bids out for electrical and civil general construction for both contracts. Commissioner Frantsvog stated past bids were granted to the lowest bidder.

Motion: “I move to approve the Strat Corporation, in the amount of \$828,234.40 and authorize the airport chairman to sign the associated documents.” – Jon Frantsvog

Seconded: Markus Powell  
Motion Carried Unanimously

**J. Mead & Hunt Task Order No. 2021-3**

Discussion: Airport Manager Braun stated the task order is to wrap up the final conversion from Taxiway A Lighting system and temporary Runway 15-33. Mead & Hunt will handle the design and bidding services for this project. Mead & Hunt Engineer Senn explained next November when Runway 14/32 opens Runway 15/33 will be converted to a Taxiway. Reflective markers then will be installed on Taxiway A, Runway 07/25 will get new PAPIES & REILS. Runway 15/33 equipment will be salvaged and added to Runway 07/25. Chairman Moore asked if a grant has been approved for this project. Mr. Senn stated the funding for this task order was included in 2021 Spring NDAC grant recently received.

Motion: “I move to approve Mead & Hunt, Inc. Task Order No. 2021-3 for Taxiway A Lighting System Conversion Design and Bidding Services in the amount of \$96,941.94.” – Markus Powell  
Seconded: Jon Frantsvog  
Motion Carried Unanimously

**K. Mead & Hunt Task Order No. 2021-4**

Discussion: Mead & Hunt Engineer Senn explained this task order is for construction administration and observation for Runway 14-32 Phase 2 and parallel Taxiway A Phase 3. Mr. Senn explained in detail what the task order includes.

Motion: “I move to approve Mead & Hunt Task Order No. 2021-4 construction administration and observation for construction of the north 3,900 feet x 150 feet of Runway 14-32 and the runway lighting system in the amount of \$1,287,296.91.” – Bruce Burke  
Seconded: Markus Powell  
Motion Carried Unanimously

**L. Budget 2022**

Discussion: Airport Manager Braun explained the budget to the airport board authority. The total budget request is \$1,196,643.00 projected income for next year is \$1,277,811.00 for a difference of \$81,168.00. Mr. Braun and the airport board authority discussed the budget in detail. Secretary/Treasurer Powell stated there is a calculation error on the life insurance 700.42 line item. Mr. Braun stated the total amount should be \$142.00 per month equaling \$1704 annually. Stark County Commissioner Arthaud asked how much local share the airport will be requesting from Stark County for 2022. Mr. Braun stated the airport will not be requesting a local share from Stark County because the federal projects will be covering at a 100% participation.

Motion: “I move to approve the 2022 Budget subject to amend the life insurance calculation error.” – Markus Powell  
Seconded: Jon Frantsvog  
Motion Carried Unanimously

**ITEMS NOT REQUIRING BOARD ACTION**

**A. GA/Commercial Service Reports for July 2021**

Discussion: Mr. Braun stated enplanements are up significantly from a year ago. We are getting very close to pre-COVID enplanements numbers.

**B. Parking & Car Rental Update for July 2021**

Discussion: Mr. Braun stated car rental agencies are struggling to meet the demand of reservations due to the manufactures micro chip issue.

**C. Old Business**

# Regular Meeting - Dickinson Municipal Airport Authority – August 10th, 2021

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Discussion: Mr. Braun stated he will have a follow up conversation with the city administrator regarding a sewer line for the airport.

## **D. Other**

Discussion: Stark County Commissioner Arthaud asked if the billing was received for the millings with stark county. Airport Manager Braun stated the airport received the milling report for billing.

## **VI. ADJOURNMENT**

1. Motion to Adjourn Airport Board Meeting – Markus Powell  
Seconded: Jon Frantsvog  
Motion Carried Unanimously – Meeting Adjourned at 5:27pm on August 10<sup>th</sup>, 2021.

### **OFFICIAL MINUTES PREPARED BY:**

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Laurie Kasian, Airport Administrative Officer

### **APPROVED BY:**

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

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