

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 via phone at 4:12pm
	Commissioner:	Jon Frantsvog	Present
	Commissioner:	Bruce Burke	Not Present

Also, Present:	Airport Manager	Kelly Braun
	Airport Administrative Officer	Laurie Kasian
	Mead & Hunt Engineer	Rod Senn
	Mead & Hunt	Tom Shauer
	Brady Martz	Mindy Piatz

Moved Item 2A. 2020 Audit – Brady Martz before the Consent Agenda

2A. **2020 Audit – Brady Martz**

Discussion: Brady Martz, Mindy Piatz reviewed and explained the 2020 Audit financial statements, independent audit report and management letter. Mindy Piatz recommended hiring another CPA firm to prepare the financial statements at the end of the year, complete a disclosure checklist and complete any journal entries before the start of the audit. Ms. Piatz recommended the airport approve a formal capitalization policy. Chairman Moore asked what amount is used by other airports. Ms. Piatz stated for non- infrastructure projects is from \$1000 to \$5000 and for infrastructure projects is around \$50,000. Ms. Piatz stated ND Century Code requires designation of depositories every other even numbered year if the companies bank is not with the Bank of North Dakota. Ms. Piatz recommended annually every board member completes a questionnaire disclosing any conflict of interest in voting then the director will monitor during meetings to see if there is any abstaining in voting. Brady Martz Piatz reviewed the PFC (Passenger Facility Charges) report with the board members.

III. **Approval of the Consent Agenda**

1. Minutes of regular meeting dated August 10th, 2021
2. Minutes of special meeting dated August 13th, 2021
3. Minutes of special meeting dated September 3rd, 2021
4. Accounts Payable
5. Check Report
6. August 2021 Financial Statements

Additions to the Agenda: Additional Bills Payable

Discussion: No Discussion.

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 he has hired a replacement for housekeeping/grounds maintenance position and operations specialist position.
- Airport Manager Braun stated the runway construction project is going very well and on schedule. Grants are in place for next year’s projects. Mr. Braun presented the 2022 Budget to the city commissioners last week. There were no questions regarding the budget. City commissioners inquired about an airport terminal.
- Mr. Braun reached out to Tom Shauer with Mead & Hunt to discuss with the airport board a potential strategy and preplanning of an airport terminal. Mead & Hunt, Tom Shauer reviewed the airport terminal plan of action handout and gave an informational brief to the board members regarding the possibility of a new airport terminal. Chairman Moore requested Tom Schauer to gather pictures of airports for example of Pierre, SD and Aberdeen, SD. Mr. Braun stated developing a briefing paper for the public is a great idea and worked well with the runway project. Mr. Braun stated he would reach out to the City Administrator, City Mayor and Airport Chairman to schedule a meeting regarding the possibility of new airport terminal.

IV. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. Mead & Hunt Invoice 320364

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #320364 in the amount of \$13,696.31.” – Jon Frantsvog

Seconded: Shawn Soehren

Motion Carried Unanimously

B. EIO Reimbursement Request – G190002

Discussion: No discussion.

Motion: "I move to approve Energy Infrastructure & Impact Office Grant G190002 Request for Reimbursement in the amount of \$13,696.31." – Jon Frantsvog
Seconded: Markus Powell
Motion Carried Unanimously

C. Mead & Hunt Invoice 320362

Discussion: Chairman Moore thanked Mead & Hunt Engineer Senn for the detailed documentation of Mead & Hunt's invoice.

Motion: "I move to approve payment to Mead & Hunt for Invoice #320362 in the amount of \$58,713.95." – Shawn Soehren
Seconded: Jon Frantsvog
Motion Carried Unanimously

D. Martin Construction Pay Estimate No. 6

Discussion: No discussion.

Motion: "I move to approve Martin Construction Pay Estimate No. 6 in the amount of \$5,866,704.03." – Shawn Soehren
Seconded: Jon Frantsvog
Motion Carried Unanimously

E. Strata Corporation Pay Estimate No. 5

Discussion: No Discussion.

Motion: "I move to approve payment to Strata Corporation Pay Estimate No. 5 in the amount of \$33,183.00." – Jon Frantsvog
Seconded: Markus Powell
Motion Carried Unanimously

F. AIP 3-38-0013-043-2020 Outlay 6

Discussion: No Discussion.

Motion: "I move to approve AIP 3-38-0013-043-2020 Outlay 6 for reimbursement in the amount of \$569,711.98." – Jon Frantsvog
Seconded: Shawn Soehren
Motion Carried Unanimously

G. AIP 3-38-0013-041-2020 Outlay 1

Discussion: No Discussion.

Motion: "I move to approve AIP 3-38-0013-041-2020 Outlay 1 for reimbursement in the amount of \$4,850,000.00." – Shawn Soehren
Seconded: Jon Frantsvog
Motion Carried Unanimously

H. Airport Coronavirus Response Reimbursable 3-38-0013-045-2020 Request #1

Discussion: No Discussion

Motion: "I move to approve Airport Coronavirus Response Grant – AIP-3-38-0013-045-2021 Request #1 for reimbursement in the amount of \$179,001.56." – Shawn Soehren
Seconded: Markus Powell
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. 2020 Audit – Brady Martz

Discussion: Item moved before the consent agenda.

B. GA/Commercial Service Reports – August 2021

Discussion: Mr. Braun stated enplanements continue to increase.

C. Parking & Car Rental Reports – August 2021

Discussion: Car rentals are still struggling but this is a nationwide issue with car chips.

D. Old Business

Discussion: Commissioner Frantsvog asked if the airport has any further business to take care of with KLJ. Mr. Braun stated yes, there are a few projects yet but will be ending.

E. Other

Discussion: No Discussion.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Markus Powell
Seconded: Jon Frantsvog
Motion Carried Unanimously – Meeting Adjourned at 5:02pm on September 14th, 2021.

Regular Meeting - Dickinson Municipal Airport Authority – September 14th, 2021

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____