

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	Not Present
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
Western Edge Aviation	Rick Petroff

Additions to the Agenda: Additional Bills Payable

III. **Approval of the Consent Agenda**

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

Discussion: No discussion.

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

Seconded: Shawn Soehren
Motion carried Unanimously

Manager's Report

- Airport Manager, Kelly Braun announced Senator John Hoeven will be visiting the Dickinson Airport for a meet and greet and to look at the runway project at 9:30am on November 10th, 2021. Stark County Chairman Dean Franchuk and City Mayor Scott Decker will be in attendance including the senator's staff and media. The Federal Infrastructure Bill will be discussed in the future regarding funding available for airports including terminal building funds. Mr. Braun invited the board members to the meet and greet. Mr. Braun recently had meetings with the ND State Aeronautics, and they are supportive of capital improvement projects including an ARFF truck, snow removal equipment and runway lighting movement. Mr. Braun stated he would bring the information to the airport board as he receives it. Commissioner Frantsvog asked if the terminal information was received from Tom Shauer. Mead & Hunt Engineer Rod Senn stated he would follow up with Mr. Shauer.
- TSA are asking airports to sign an amendment that would make airports enforce a mask mandate and

vaccination mandate. Airports do not want to support the amendment. ND and other states have filed suits against the TSA amendment.

- Mr. Braun met with subcommittee members over the ETZ (extra-territorial zone) boundary expansion that the city is proposing. The airport is included in the ETZ zone except for a small portion. Mr. Braun suggested to the subcommittee that the whole airport be included. He also suggested The ETZ zone is not the city annexing property but is defining on how the city is going to grow.
- Mr. Braun asked the airport board members for recommendations on utilizing the airports advertising budget dollars. Mr. Braun explained the rates and advertising with the West River Community Center. Airport Administrative Officer Kasian stated the budget is \$10,000 and \$5,800 has been expended so far this year. Vice Chairman Soehren recommended utilizing the advertising dollars with the West River Community Center. Charter service out of Williston to Las Vegas was discussed.
- Mead & Hunt Engineer Senn updated the board members on the progress of runway construction. Phase 1 & 2 is almost complete with miscellaneous cleanup and one drainage structure that will be installed. There has been a good start to the NAVAIDS (navigational devices). Foundations for MALSR (medium-intensity approach lighting system with runway alignment indicator) towers, glideslope structure, localizer structures & three FAA shelters are all in place. Roughrider electric needs to place power to all locations before spring but has not been able to confirm a date. FAA wants air conditioning and heat to the structures since their equipment is delicate. In phase 3 Martin Construction will be doing earth work and will staying within the fenced perimeter area. Commissioner Frantsvog recommended contacting the Executive Director for Roughrider Electric.

IV. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. Mead & Hunt Invoice 323159

Discussion: No discussion.

Motion: "I move to approve payment to Mead & Hunt for Invoice #323159 in the amount of \$82,024.43." – Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

B. Martin Construction Pay Estimate No. 8 – Runway 14-32 FAA NAVAIDS

Discussion: No discussion.

Motion: "I move to approve payment to Martin Construction Pay Estimate No. 8 for Runway 14-32 Phase 1 in the amount of \$213,378.93." – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

C. AIP 3-38-0013-043-2020 Outlay 8

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-043-2020 Outlay 8 for Reimbursement in the amount of \$295,403.36.” – Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

D. Strata Corporation PE1

Discussion: No discussion.

Motion: “I move to approve payment to Strata Corporation for Pay Estimate No 1 in the amount of \$397,896.75.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

E. EIIO Reimbursement Request – G190002

Discussion: No discussion.

Motion: “I move to approve Energy Infrastructure & Impact Office Grant G190002 Request for Reimbursement in the amount of \$358,025.03.” – Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

F. Mead & Hunt Invoice 323161

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #323160 in the amount of \$9,085.76.” – Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

G. NDAC Non-Federal Reimbursement Requestion No. 1 – Runway 14-32 NAVAID Construction

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 1 for Runway 14-32 NAVAID Construction in the amount of \$48,957.48.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

H. Mead & Hunt Invoice 323161

Discussion: No discussion

Motion: “I move to approve payment to Mead & Hunt for Invoice #323161 in the amount of \$6,186.63.”– Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

I. Martin Construction Pay Estimate No. 2

Discussion: No discussion

Motion: “I move to approve payment to Martin Construction Pay Estimate No. 2 for Runway 14-32 Phase 1 & Parallel Taxiway A Phase 3 in the amount of \$80,595.00.”– Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

J. NDAC Non-Federal Request No. 2 – runway 14-32 Phase 2 & Parallel Taxiway A Phase 3

Discussion: No Discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 1 for Runway 14-32 Phase 2 and Parallel Taxiway A Phase 3 in the amount of \$86,781.63.” – Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

K. FAA Agreement #AJW-FN-CSA-21-GL-004721

Discussion: No discussion.

Motion: “I move to approve the FAA Non-Federal Reimbursable Agreement with FAA and authorize the Airport Chairman to sign the associated documents.”– Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

L. Airport Coronavirus Response Grant Program (ACRGP) Reimbursables 3-38-0013-045-2021 Request #3

Discussion: No discussion.

Motion: “I move to approve Airport Coronavirus Response Grant - AIP 3-38-0013-045-2021 Request 3 for Reimbursement in the amount of \$104,572.60.”– Shawn Soehren

Seconded: Jon Frantsvog

Motion Carried Unanimously

M. Disclosure of Interest

Discussion: Airport Manager Braun stated this a follow up from the recommendation from this year's audit. The City of Dickinson's policy was used to construct the document. Commissioner Frantsvog recommended counsel or auditor's review. Chairman Moore recommended we review other airports policies. Mr. Braun stated a statement on the sign in sheet at the beginning of each meeting stating that any airport authority member that has a conflict on any of the agenda items should state such at the beginning of the meeting and thought a once-a-year statement may be more sufficient. Vice Chairman Soehren stated if there were an item that I was voting on then I would disclose and abstain from voting or get other counsels' approval to vote. Commissioner Frantsvog stated the disclosure needs to align with the policy and legally required from an appointed body subordinate to the City of Dickinson. Chairman Moore stated the policy does not fit us. Mr. Braun stated we could table the item and bring back to the next meeting

Motion: No Motion

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – October 2021

Discussion: Western Edge Aviation Manager, Rick Petroff stated they had their customer appreciation party on their new patio. October numbers are down but pheasant hunter numbers were up from last year. Mr. Petroff announced Western Edge Aviation has a new flight instructor and has around six students.

B. Parking & Car Rental Reports – October 2021

Discussion: No discussion.

C. Old Business

Discussion: No discussion.

D. Other

Discussion:

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Shawn Soehren
Seconded: Jon Frantsvog
Motion Carried Unanimously – Meeting Adjourned at 5:05pm on November 9th, 2021.

Regular Meeting - Dickinson Municipal Airport Authority – November 9th, 2021

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____