

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 via phone
Commissioner:	Jon Frantsvog	Not Present
Commissioner:	Bruce Burke	Present

Also, Present:

Airport Manager	Kelly Braun
Airport Administrative Officer	Laurie Kasian
Mead & Hunt Engineer	Rod Senn
Dickinson Press	Jackie Jahfetson

Additions to the Agenda: Additional Bills Payable
1L. AIP 3-38-0013-041-2020 Outlay 2
1M. Excess Equipment

III. **Approval of the Consent Agenda**

1. Minutes of regular meeting dated September 14th, 2021
2. Accounts Payable
3. Check Report
4. September 2021 Financial Statements

Discussion: No Discussion.

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

Seconded: Shawn Soehren

Motion carried Unanimously

Manager's Report

- Airport Manager, Kelly Braun reported the runway project is wrapping up for the year. Grading is complete. Currently, the construction crews are working on the navigational aid installation and the foundations for the MALSR (Medium Intensity Approach Lighting System) on the runway.
- Airport Manager Braun stated passenger enplanement numbers are holding steady.

IV. **REGULAR AGENDA**

1. ITEMS REQUIRING BOARD ACTION

A. Mead & Hunt Invoice 320821

Discussion: No discussion.

Motion: "I move to approve payment to Mead & Hunt for Invoice #320821 in the amount of \$6251.21." – Bruce Burke

Seconded: Markus Powell
Motion Carried Unanimously

B. Martin Construction Pay Estimate No 1

Discussion: No discussion.

Motion: "I move to approve payment to Martin Construction Pay Estimate No. 1 in the amount of \$53,284.43." – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

C. 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 \$59,535.64." – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

D. Mead & Hunt Invoice #320823

Discussion: Commissioner Burke asked if the percentage of project completion include the payments we are making today. Mead & Hunt Engineer Senn stated the percentage of the project completion does not include all the payments because of the timing of the invoices submitted. Mead & Hunt Engineer stated he could cut off the billing at the end of the month, so the percentage of the project completion matches the invoicing.

Motion: "I move to approve payment to Mead & Hunt for Invoice #320823 in the amount of \$3,612.42." – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

E. Martin Construction Pay Estimate No. 1 Runway 14-32 Phase 1 & Parallel Taxiway A Phase 3

Discussion: Chairman Moore asked if Phase 1 of Runway 14-32 is completed. Airport Manager Braun stated Phase 1 is close to being completed.

Motion: “I move to approve payment to Martin Construction Pay Estimate No. 1 for Runway 14-32 Phase 1 & Parallel Taxiway A Phase 3 in the amount of \$78,091.20.” – Bruce Burke
Seconded: Markus Powell
Motion Carried Unanimously

F. NDAC Non-Federal Reimbursement Request No. 1

Discussion: Chairman Moore asked for an explanation of Phase 3. Engineer Senn stated Phase 3 converts Runway 15-33 to Taxiway A.

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 \$83,869.42.” – Markus Powell
Seconded: Shawn Soehren
Motion Carried Unanimously

G. Mead & Hunt Invoice 321184

Discussion: Chairman Moore asked what percent of this invoice will be reimbursed to the airport. Airport Manager Braun stated the invoice will be reimbursed at 100%

Motion: “I move to approve payment to Mead & Hunt for Invoice #321184 in the amount of \$94,380.43.” – Shawn Soehren
Seconded: Bruce Burke
Motion Carried Unanimously

H. Martin Construction Pay Estimate No. 7

Discussion: No Discussion

Motion: “I move to approve payment to Martin Construction Pay Estimate No. 7 for DIK TO 2021-1 Runway 14-32 Phase 1 CACO in the amount of \$1,624,491.99.” – Bruce Burke
Seconded: Shawn Soehren
Motion Carried Unanimously

I. Strata Corporation Pay Estimate No 6

Discussion: No Discussion

Motion: “I move to approve payment to Strata Corporation for Pay Estimate No 6 in the amount of \$81,165.32.” – Markus Powell
Seconded: Shawn Soehren
Motion Carried Unanimously

J. AIP 3-38-0013-043-2020 Outlay 7

Discussion: No Discussion.

Motion: “I move to approve AIP 3-38-0013-043-2020 Outlay 7 for Reimbursement in the amount of \$1,800,037.74.”– Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

K. Airport Coronavirus Response Reimbursable 3-38-0013-045-2021 Request #2

Discussion: Chairman Moore asked if this is the second CARES (Coronavirus Aid, Relief, and Economic Security Act) grant. Airport Manager Braun stated this is the second CARES grant.

Motion: “I move to approve Airport Coronavirus Response Grant - AIP 3-38-0013-045-2021 Request 2 for Reimbursement in the amount of \$81,854.78.” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

L. AIP 3-38-0013-041-2020 Outlay 2

Discussion: No Discussion.

Motion: “I move to approve AIP 3-38-0013-041-2020 Outlay 2 for Reimbursement in the amount of \$363,750.00.” – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

M. Excess Equipment

Discussion: Airport Manager Braun stated excess equipment is listed on a public auction site and people can bid on the excess equipment. If items do not bring a bid, the items will be offered for \$1.00 and if not sold then they will be disposed of.

Motion: “I move to approve the following inventory as excess equipment and allow the inventory to be auctioned or disposed of.”– Bruce Burke

Seconded: Markus Powell
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – September 2021

Discussion: Airport Manager Braun stated enplanements for the year are at 11,575 and the airport is over the 10,000-enplanement mark to keep the airports 1-million-dollar entitlement.

B. Parking & Car Rental Reports – September 2021

Regular Meeting - Dickinson Municipal Airport Authority – October 12th, 2021

Discussion: No discussion.

C. Old Business

Discussion: No discussion.

D. Other

Discussion: Airport Manager Braun stated the City of Dickinson is planning to expand their ETZ (Extra Territorial Zone). The City of Dickinson will be forming a sub-committee from various groups that will represent as an advisory board. Mr. Braun stated his annual review is due. The board decided to accept comments from board members and Chairman Moore would complete the review. Mr. Braun stated he and Administrative Officer Kasian are working thru the auditor's recommendations from the 2020 audit.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Bruce Burke
Seconded: Shawn Soehren
Motion Carried Unanimously – Meeting Adjourned at 4:41pm on October 12th, 2021.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____