

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	Present

Also, Present:

Airport Manager	Kelly Braun
Airport Administrative Officer	Laurie Kasian
City Liaison	John Odermann
Mead & Hunt Engineer	Rod Senn

Additions to the Agenda: Additional Bills Payable

Additional documentation added to 1M. Wild CRG, Ltd. Independent Fee Review

III. **Approval of the Consent Agenda**

1. Minutes of regular meeting dated February 8th, 2022
2. Accounts Payable
3. Check Report
4. February 2022 Financial Statements

Discussion: No discussion

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

Seconded: Bruce Burke

Motion carried Unanimously

Manager's Report

- Airport Manager, Kelly Braun attended the Fly-ND Conference. Bill funding for terminal construction development and additional entitlement funding for airports was discussed at the conference. Entitlement funding was increased from one million to two million dollars. Grant application deadlines and federal dollars for improvements were also discussed. Airport Managers spoke about the challenges of the airports that they currently face. SkyWest announced they would be filing a 90-day notice to DOT to terminate service in twenty-nine cities due to pilot shortages including Devils Lake and Jamestown, ND. DOT will then go through the bidding process for air service for those communities. When COVID-19 started, major airlines offered early retirement for pilots. Eighteen communities out of the twenty-nine communities are essential air service cities. Dickinson Airport's two-year essential air service contract

with United Airlines is due in September 2022.

- Mr. Braun updated the board on staffing. Operations Supervisor submitted his notice and will be taking a pilot position hauling freight. The housekeeping and operations position has been filled. One employee was promoted to operations.
- Mead & Hunt Engineer, Rod Senn stated runway construction will start at the end of the month. The navigation aids for the runway should be delivered at the end of the month. Strata will be working on the navigational aids for the runway as soon as they can, weather permitting. Advertisement bids have been posted for the two pieces of snow equipment. Bids are due March 31st and will be presented to the airport board at next month's meeting. Roughrider Electric has around one hundred feet of trenching left to complete. Roughrider Electric stated they will have power by the time the FAA shelters arrive. Berger Electric has been contracted to perform the work.

IV. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. Mead & Hunt Invoice 327830

Discussion: No discussion.

Motion: "I move to approve payment to Mead & Hunt for Invoice #327830 in the amount of \$32,156.94." – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

B. Strata Corporation PE 8 - Final

Discussion: No discussion.

Motion: "I move to approve payment to Strata Corporation for PE 8 – FINAL in the amount of \$7,545.94." – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

C. AIP 3-38-0013-043-2020 Outlay 12

Discussion: No discussion.

Motion: "I move to approve AIP 3-38-0013-043-2020 Outlay 12 for reimbursement in the amount of \$40,758.00." – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

D. Mead & Hunt Invoice 327832

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice 327832 in the amount of \$32,450.23.” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

E. NDAC Non- Federal Reimbursement Request No. 5 – Runway 14-32 NAVAID Construction

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 5 for Runway 14-32 NAVAID Construction in the amount of \$32,450.23.” – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

F. Mead & Hunt Invoice 327834

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt Invoice 327834 in the amount of \$3,867.16.” – Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

G. Martin Construction PE5

Discussion: No discussion.

Motion: “I move to approve payment to Martin Construction for PE5 in the amount of \$30,755.57.” – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

H. NDAC Non- Federal Reimbursement Request No. 6 – Runway 14-32 Phase 2 & Parallel Taxiway A Ph3

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 6 for runway 14-32 Phase 2 and Parallel Taxiway A Phase 3 in the amount of \$34,622.73.” – Bruce Burke

Seconded: Jon Frantsvog

Motion Carried Unanimously

I. Mead & Hunt Invoice 327833

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice 327833 in the amount of \$19,109.55.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

J. NDAC Non-Federal Reimbursement Request No. 2 – Taxiway A Lighting System Design

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 2 for Taxiway A Lighting System Design.” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

K. Mead & Hunt Invoice 327835

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice 327835 in the amount of \$7,705.62.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

L. Martin Construction Change Order No. 1

Discussion: Airport Manager, Braun stated the change order is for a 40-foot sliding gate instead of a 20-foot gate. The reason for the longer gate is so that equipment can be moved thru it.

Motion: “I move to approve Martin Change Order No. 1 in the amount of \$11,550.00 – Bruce Burke

Seconded: Jon Frantsvog
Motion Carried Unanimously

M. Wild CRG, Ltd. Independent Fee Review

Discussion: Airport Manager, Braun stated the review is an independent fee estimate of the terminal study by Mead & Hunt and is a federal requirement to perform the review. The independent fee review is to ensure the fees by Mead & Hunt are appropriate. The fee review has been completed and the estimate by Wild CRG, Ltd. was less than Mead & Hunts estimated cost of the terminal study. Mead & Hunt are reviewing and modifying the cost of the terminal study. This item has been tabled for next month’s meeting.

N. Airport Coronavirus Response Reimbursable 3-38-0013-045-2021 Request #7

Discussion: No discussion.

Motion: “I move to approve Airport Coronavirus Response Grant - AIP 3-38-0013-045-2021 Request 7 for Reimbursement in the amount of \$70,097.14.”– Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

O. COLA (Cost of Living Allowance)

Discussion: Airport Manager Braun stated for year 2022 the City of Dickinson approved a 2% wage increase for all employees. In year 2021 the City of Dickinson conducted a wage scale study. Step & grade charts, job descriptions and pay scales were adjusted. Mr. Braun recommended a 2% wage increase and not affect the budget. A 3% increase has already been approved at the February 2022 meeting. Mr. Braun explained the step & grade chart to the board members.

Motion: “I move to approve 2% COLA increase for 2022 Step and Grade” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – February 2022

Discussion: Mr. Braun stated enplanement are 847 more than last year, the same month. Mr. Braun stated general aviation business travel is increasing and there are more corporate planes flying in and out. Western Edge staffing is stable and there has been no fuel availability issues.

B. Parking & Car Rental Reports – February 2022

Discussion: Mr. Braun reported there has been complaints on how Enterprise is managing their customer’s needs.

C. Old Business

Discussion: No discussion.

D. Other

Discussion: No discussion.

VI. ADJOURNMENT

- 1. Motion to Adjourn Airport Board Meeting – Bruce Burke
Seconded: Jon Frantsvog
Motion Carried Unanimously – Meeting Adjourned at 5:07pm on March 10th, 2022.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____