

Order of Business

- I. **CALL TO ORDER:** Chairman Jeff Moore called the meeting to order at 4:10pm.
- II. **ROLL CALL**
- |                      |               |         |
|----------------------|---------------|---------|
| Chairman:            | Jeff Moore    | Present |
| Vice Chairman:       | Shawn Soehren | 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

Additions to the Agenda: Additional Bills Payable

III. **Approval of the Consent Agenda**

1. Minutes of regular meeting dated March 10<sup>th</sup>, 2022
2. Accounts Payable
3. Check Report
4. March 2022 Financial Statements

Discussion: Secretary/Treasurer, Markus Powell stated the meeting minutes from last month states he made a motion but was not present at the meeting. Airport Administrative Officer Laurie Kasian stated she would correct the motion on the meeting minutes from last month’s meeting.

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 updated the board on the construction project. The NAVAID (Navigational Aids) shelters and power have been installed. The electricians are in the process of running cable and installing the rest of the electrical lines for the NAVAIDs and MALSR (Medium Intensity Approach Lighting System) towers. Martin Construction has been stripping barrow material and placing it in the fill areas of the runway and RSA.
- Mr. Braun received notice of the bid announcement for essential air service. The essential air service bid is due April 25<sup>nd</sup>, 2022. Mr. Braun spoke with Senator Hoeven’s office to see if they would contact United Airlines and confirm if the airline will be submitting an EAS bid. United Airlines will submit a bid for Dickinson’s essential air service.

# Regular Meeting - Dickinson Municipal Airport Authority – April 12th, 2022

---

- Mr. Braun spoke with the City of Dickinson regarding adding the airport to the city’s sewer and water. The airport is on the city’s CIP (Construction in Progress) list. Mr. Braun will continue to have those conversations with the city dependent on the airport’s needs. Commissioner Frantsvog suggested informing the City of Dickinson the size of the water line, consumption, and volume needed by the airport so they can do their planning. Mr. Braun stated he would ensure the city is aware of the adequate capacity of water and sewer lines to meet the airport’s needs.
- Mr. Braun counteroffered the Operations Supervisor after he submitted his notice. The Operations Supervisor accepted the counteroffer and will be staying in his position.

## IV. REGULAR AGENDA

### 1. ITEMS REQUIRING BOARD ACTION

#### A. Mead & Hunt Invoice 329027

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #329027 in the amount of \$10,882.01.” – Jon Frantsvog

Seconded: Bruce Burke  
Motion Carried Unanimously

#### B. AIP 3-38-0013-043-2020 Outlay 13

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-043-2020 Outlay 13 for reimbursement in the amount of \$10,882.01.” – Jon Frantsvog

Seconded: Bruce Burke  
Motion Carried Unanimously

#### C. Mead & Hunt Invoice 329028

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #329028 in the amount of \$17,161.65.” – Markus Powell

Seconded: Shawn Soehren  
Motion Carried Unanimously

#### D. NDAC Non- Federal Reimbursement Request No. 6 – Runway 14-32 NAVAID Construction

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 6 for Runway 14-32 NAVAID Construction in the amount of \$17,161.65.” – Markus Powell

Seconded: Jon Frantsvog  
Motion Carried Unanimously

**E. Mead & Hunt Invoice 329030**

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #329030 in the amount of \$4,148.25.” – Shawn Soehren

Seconded: Bruce Burke  
Motion Carried Unanimously

**F. Martin Construction PE 6**

Discussion: No discussion.

Motion: “I move to approve payment to Martin Construction for PE 6 in the amount of \$14,881.72.” – Jon Frantsvog

Seconded: Markus Powell  
Motion Carried Unanimously

**G. NDAC Non- Federal Reimbursement Request No. 7 – Runway 14-32 Phase 2 & Parallel Taxiway A Ph3**

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 7 for runway 14-32 Phase 2 and Parallel Taxiway A Phase 3 in the amount of \$19,029.97.” – Shawn Soehren

Seconded: Bruce Burke  
Motion Carried Unanimously

**H. Mead & Hunt Invoice 329029**

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #329029 in the amount of \$19,109.55.” – Bruce Burke

Seconded: Shawn Soehren  
Motion Carried Unanimously

**I. NDAC Non-Federal Reimbursement Request No. 3 – Taxiway A Lighting System Design**

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 3 for Taxiway A Lighting System Design in the amount of \$19,109.55.” – Bruce Burke

Seconded: Shawn Soehren  
Motion Carried Unanimously

**J. Mead & Hunt Invoice 329031**

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice 329031 in the amount of \$3,009.00.” – Jon Frantsvog

Seconded: Markus Powell  
Motion Carried Unanimously

**K. Strata Corporation Final Review & Acceptance**

Discussion: No discussion.

Motion: “I move to approve the final review and acceptance from Strata Corporation for Runway 14-32 – Phase 1 in the amount of \$301,837.60.” – Jon Frantsvog

Seconded: Markus Powell  
Motion Carried Unanimously

**L. Task Order No. 2022-2 Commercial Terminal Parking Access Control**

Discussion: Airport Manager, Braun stated the Mead & Hunt task order is for assistance with requesting for proposals to replace the paid parking system that best suits the airport’s needs. Commissioner Frantsvog asked if the parking system is included in the airport’s CIP. Mr. Braun stated the replacement for the parking system is not included in the airport’s CIP and is not eligible for reimbursement or funding because the airport generates revenue from paid parking. Chairman Moore asked if the revenue generated from parking will cover the cost. Mr. Braun stated yes.

Motion: “I move to approve Mead & Hunt Task Order No. 2022-2 for Commercial Terminal Parking Lot Access Control Equipment Vendor Identification Assistance in the amount of \$11,047.36.” – Shawn Soehren

Seconded: Bruce Burke  
Motion Carried Unanimously

**M. Airport Coronavirus Response Reimbursable 3-38-0013-045-2021 Request #8**

Discussion: No discussion.

Motion: “I move to approve Airport Coronavirus Response Grant – AIP 3-38-0013-045-2021 Request #8 for reimbursement in the amount of \$48,621.01.” – Markus Powell

Seconded: Shawn Soehren  
Motion Carried Unanimously

**2. ITEMS NOT REQUIRING BOARD ACTION**

**A. Snow Removal Equipment Procurement**

Discussion: Mr. Braun stated bids were received from MB Companies and Oshkosh for a multipurpose snow removal equipment and high-speed broom. The low bid for the multipurpose equipment was MB Companies providing a bid for an MB5. The low bid for the high-speed broom was Oshkosh. The funding will come from AIP (Airport Improvement Program). Funding breakdown will be 90% from FAA, 5% from state and 5% local match. The total amount federal share is \$1,605,000.00, state share is \$89,166.66 and local share of \$89,166.67 for a total of \$1,783,333.33. Chairman Moore asked if this is included in the airport’s CIP. Mr. Braun stated the snow removal equipment is included in the airport’s CIP. The grant application for the snow removal equipment and terminal study will be submitted for grant funding tomorrow. Engineer Senn stated he would submit the grant application today after the meeting.

**B. Grant Application State & Federal Update**

Discussion: No discussion.

**C. GA/Commercial Service Reports – March 2022**

Discussion: Mr. Braun reported enplanement numbers continue to increase. Load factor is 66% which is good considering the state the industry is in due to pilot shortages and operational challenges. The airport is currently closed due to the winter storm and will quickly open once the storm breaks.

**D. Parking & Car Rental Reports – March 2022**

Discussion: No discussion.

**E. Old Business**

Discussion: No discussion.

**F. Other**

Discussion: No discussion.

**VI. ADJOURNMENT**

1. Motion to Adjourn Airport Board Meeting – Bruce Burke

Seconded: Jon Frantsvog

Motion Carried Unanimously – Meeting Adjourned at 4:40pm on April 12<sup>th</sup>, 2022.

# Regular Meeting - Dickinson Municipal Airport Authority – April 12th, 2022

---

**OFFICIAL MINUTES PREPARED BY:**

\_\_\_\_\_  
Laurie Kasian, Airport Administrative Officer

**APPROVED BY:**

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

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