

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
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
10. Board Member Compensation
2A. GA/Commercial Service Reports – April 2022
CIP (Capital Improvement Plan)

III. **Approval of the Consent Agenda**

1. Minutes of regular meeting dated April 12th, 2022
2. Accounts Payable
3. Check Report
4. April 2022 Financial Statements

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 had a meeting with FAA, ADO (Airport District Office), and NDAC (North Dakota Aeronautics Commission) last week to discuss the airport improvement projects, and to tour the airport terminal and runway project. Mr. Braun reviewed and explained the CIP with the board members and funding sources which include FAA, State and Local shares. Chairman Moore asked if 2022 local share is included in the budget. Mr. Braun stated the local share for 2022 will not be in the budget but will be included in the 2023 budget. When the county and the city are preparing their budgets, he will solicit for local share funding. The local share funding is due the following year. Commissioner Frantsvog asked for explanation of the Commercial Terminal Study and Environmental Assessment. Mr.

Braun stated this is an update to our environmental assessment to include the proposed commercial terminal. Mead & Hunt Engineer Senn stated the reason for the assessment is for justification of a new terminal. The meeting with FAA, ADO and NDAC was beneficial so that they could see shortcomings with the baggage and baggage claim area. Chairman Moore asked what type of response was received regarding a new terminal. Mr. Braun stated he thought everyone was on board with a new terminal.

- Commissioner Frantsvog asked what the airport needs to do to ensure that we capture the funding for the terminal. Engineer Rod Senn stated funding is allocated annually and the airport must apply for the funding each year. Mr. Braun stated the terminal concept budget report will show a breakdown of what will be eligible for funding.
- Mr. Braun noted there were two large snowstorms in the last month. There were no issues regarding equipment or personnel and the airport was opened in a timely manner. The airport was closed for approximately 48 hours and 24 hours for the next storm. The airline cancelled three flights outbound, and three flights inbound for each snowstorm. The enplanement numbers were still respectable for the month. Commissioner Frantsvog asked how the storm impacted surrounding areas. Mr. Braun stated all western North Dakota, Williston, Minot, and Bismarck were shut down for the first storm. The second snowstorm affected Bismarck and most areas to the west.
- Mr. Braun stated the airport received one essential air service bid from United Airlines providing the same type of aircraft and flights. The subsidy amount was around the same as last EAS bid. Mr. Braun stated he would be drafting a letter of support to United Airlines and solicit letters of support from the city and county which are due by September. Commissioner Frantsvog suggested contacting major employers that utilize service which shows broad community support and reminds those organizations that you can fly Dickinson in support of Dickinson’s airline service.
- Mr. Braun stated the runway construction project had some delays due to lost time from the snowstorms. Engineer Senn noted a supply chain issue with a specialized cable that runs from the localizer to the NAVAID (navigational air) shelters and towers. FAA has agreed to change to a smaller cable.

IV. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. Mead & Hunt Invoice 330673

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #330673 in the amount of \$8,408.71.” – Markus Powell

Seconded: Bruce Burke
Motion Carried Unanimously

B. AIP 3-38-0013-043-2020 Outlay 14

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-043-2020 Outlay 14 for reimbursement in the amount of \$8,408.71.” – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

C. Mead & Hunt Invoice 330682

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #330682 in the amount of \$19,350.63.” – Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

D. Strata Corporation PE 3

Discussion: No discussion.

Motion: “I move to approve payment to Strata Corporation for Pay Estimate 3 in the amount of \$267,381.90.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

E. NDAC Non-Federal Reimbursement Request No. 7 – Runway 14-32 NAVAID Construction

Discussion: No discussion.

Motion: “I move to approve payment to NDAC Non-Federal Reimbursement Request No. 7 for Runway 14-32 NAVAID Construction in the amount of \$286,732.53.” – Markus Powell

Seconded: Bruce Burke
Motion Carried Unanimously

F. Mead & Hunt Invoice 330684

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice 330684 in the amount of \$21,825.95.” – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

G. Martin Construction PE 7

Discussion: No discussion.

Motion: “I move to approve payment to Martin Construction for Pay Estimate 7 in the amount of \$252,045.00.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

H. NDAC Non-Federal Reimbursement Requestion No. 8 – Runway 14-32 Phase 2 & Parallel Taxiway A Phase 3

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 8 for Runway 14-32 Phase 2 and Parallel Taxiway A Phase 3 in the amount of \$273,870.95.” – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

I. Mead & Hunt Invoice 330674

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #330674 in the amount of \$23,886.93.” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

J. NDAC Non-Federal Reimbursement Request No. 4 – Taxiway A Lighting System Design

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 4 for Taxiway A Lighting System Design in the amount of \$23,886.93.” – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

K. Mead & Hunt Invoice 330675

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #330675 in the amount of \$4,241.51.” – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

L. Airport Coronavirus Response Reimbursable 3-38-0013-045-2021 Request #9

- Discussion: Commissioner Frantsvog asked if there will be another round of Airport Coronavirus Response Grants. Airport Manager Braun stated this is the airport's second grant and there is one more grant after this grant is utilized. The grant amounts are slightly over one million dollars for each grant.
- Motion: "I move to approve Airport Coronavirus Response Grant – AIP 3-38-0013-045-2021 Request #9 for reimbursement in the amount of \$49,917.19." – Jon Frantsvog
- Seconded: Shawn Soehren
Motion Carried Unanimously

M. Notice of Award – Multi-Tasking Snow Removal Equipment

- Discussion: Airport Manager Braun stated M-B Companies was the lowest bid for the Multi-Tasking Snow Removal Equipment which is a MB5 and is the same type of equipment the airport currently has. Chairman Moore asked how this will be funded. Mr. Braun stated 90% will be funded by AIP (Airport Improvement Program) Federal, 5% state and 5% local share. Chairman Moore asked if this is included in the budget. Mr. Braun stated it will be included in the 2023 budget. Mr. Braun stated he will solicit the local share from city and county. Secretary/Treasurer Powell asked if the airport needs the snow removal equipment. Mr. Braun stated yes, the snow equipment has been justified to the FAA based on airport type, priority areas, additional pavement areas, length of runway, and the ability to remove so much snow per hour. This piece of equipment will be an additional piece of snow removal equipment.
- Motion: "I move to award M-B Companies bid for the High-Speed Multi-Tasking Snow Removal Equipment." – Jon Frantsvog
- Seconded: Markus Powell
Motion Carried Unanimously

N. Notice of Award – High Speed Broom

- Discussion: Airport Manager Braun stated most of the time the high-speed broom is utilized for 2-4 inches of snow. The broom is easier to maneuver around taxiways and has a blower on the back. The local share funding will be in 2023 budget.
- Motion: "I move to award Oshkosh Defense, LLC of Oshkosh, Wisconsin bid for the Heavy-Duty High-Speed Snow Removal Equipment." – Markus Powell
- Seconded: Shawn Soehren
Motion Carried Unanimously

O. Board Meeting Compensation

- Discussion: Airport Manager Braun stated the airport board can make a recommended compensation amount. The city attorney will then draft a resolution and it will be presented to the Dickinson City Commissioners for approval. The City Commissioners will then approve, deny, or modify the

resolution. Mr. Braun stated there are no other airport board authorities in North Dakota that are compensated. The board members discussed a fair compensation amount and compared amounts with other boards. Commissioner Burke stated that he would be leaving the meeting shortly, trusts the board will produce a fair amount, and will agree with the majority. Commissioner Frantsvog suggested in past meeting the presence of a board member being essential. Mr. Braun stated he would ensure that it is notated in the resolution draft.

4:45PM Bruce Burke left the meeting.

Commissioner Frantsvog asked if being compensated elevates the board to a higher level of legal liability. Mr. Braun stated whether you are compensated or not does not elevate a board member to a higher level of legal liability. Chairman Moore asked if the board would be able to sign their own checks. Mr. Braun stated he would follow-up. Vice-Chair Soehren stated another board that he serves on pays a lump sum at the end of the year instead of monthly. Commissioner Frantsvog asked Mr. Braun if he needed formal action from the board. Mr. Braun stated he would take the information provided today from the board then incorporate the comments made regarding justification, arrange a meeting with the City of Dickinson's attorney to draft a resolution and then present to the City Commissioners for approval. Mr. Braun asked what the attendance requirements for board member compensation are. Secretary/Treasurer Powell stated if a board member is not present then they would not get paid. Vice-Chairman Soehren stated we would need to keep records of who attended and who did not attend meetings. Commissioner Frantsvog suggested having conversations with the City Commissioners on their opinions of board compensation. Mr. Braun stated he would speak with the mayor and commissioners regarding board compensation.

Motion: "I move to authorize the Airport Manager to request from the City of Dickinson Commissioner's an Airport Board Member compensation in the amount of \$100.00 for Airport Commissioners and \$150.00 for Airport Chairman per board meeting that are present." – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – April 2022

Discussion: No discussion.

B. Parking & Car Rental Reports – April 2022

Discussion: Commissioner Frantsvog asked why Western Edge Aviation has not been present for awhile at the airport board meetings. Airport Manager Braun stated the FBO (Fixed Based Operator) manager resigned, and Travis Chamness is currently the manager. There has been turnover in their certified flight instructor pilots. Currently, there are two flight instructors and hire a new line service person. Mr. Braun stated he spoke with Western Edge Aviation owner, Pat Giese and he stated fuel sales are down. Mr. Braun stated it is helpful when Western Edge is at the board meetings and will encourage Western Edge Aviation to be present at future airport board meetings. Airport Administrative

Regular Meeting - Dickinson Municipal Airport Authority – May 10th, 2022

Officer Kasian stated she would send a meeting invite to Western Edge Aviation for future meetings. Secretary/Treasurer Powell asked why the parking gates are open at times. Mr. Braun stated Amano McGann is not supporting the parking equipment system any longer due to the age of the equipment. When the parking system is down, operations personnel must see what parts are available to fix it. The airport board previously approved Mead & Hunt to process a request for proposal for new parking equipment. Mr. Braun stated the airport would like to be able to have a parking system where the airport will have the option of unplugging the system from the old terminal and plug into the new terminal. Secretary/Treasurer Powell asked what the timeline of a new parking system will be. Engineer Senn stated we should have a vendor identified by August or late fall of 2022. Commissioner Frantsvog suggested in speaking with Bismarck Airport for parking equipment parts.

C. Old Business

Discussion: Mr. Braun stated the airport audit went smooth and Brady Martz will be presenting the audit to the board at the July airport board meeting if they can present virtually.

D. Other

Discussion: No discussion.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Markus Powell
Seconded: Shawn Soehren
Motion Carried Unanimously – Meeting Adjourned at 5:05pm on May 10th, 2022.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____