

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	Not 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
- 1P. Mead & Hunt Change Order 2
- 2A. GA/Commercial Service Reports

III. **Approval of the Consent Agenda**

- 1. Minutes of regular meeting dated May 10th, 2022
- 2. Accounts Payable
- 3. Check Report
- 4. May 2022 Financial Statements

Discussion: No discussion.

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

Seconded: Markus Powell

Motion carried Unanimously

Manager's Report

- Airport Manager, Kelly Braun reported the TSA annual inspection went well and there were no items of inquiry or letters of investigation. The number of law enforcement call outs to the airport was requested by TSA. There was one incident where a passenger had a firearm in their carryon bag. LEO (Law Enforcement Officer) was contacted, and the individual was able to give the firearm to someone who was not traveling. The passenger was allowed to fly without the firearm.
- Mr. Braun explained the Pavement Condition Index (PCI) report with the board members. The PCI report was prepared by State Aeronautics Commission indicating the conditions of the pavement at the Dickinson Airport. The PCI report states what kind of pavement distress types there are and what the causes the distress. The report also indicates how they calculate the PCI values and what the

recommendations are including future pavement projections.

Commissioner Bruce Burke present at 4:05 PM

The significant areas that will need attention soon are the GA (General Aviation) Ramp which is the oldest asphalt on the airport and has deteriorated the worst over time. Taxiway Alpha that will be designated as Taxiway Delta will be due for pavement maintenance and added to our Capital Improvement Project list. In 2009 the overall weighted average PCI score was sixty-nine and eighty-nine in 2021. The PCI score has increased from 69 to 89, so we are moving the right direction. Based on the current CPI those maintenance projects will be addressed in year 2026. Vice Chairman Soehren asked if there is time when the asphalt can no longer be used. Mr. Braun stated as long the pavement does not cause a hazard to aircraft or personnel then we can utilize the pavement.

Chairman Moore moved item 1P. to the top of the regular agenda.

IV. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

P. Mead & Hunt Change Order No. 2

Discussion: Mead & Hunt Engineer Senn stated Martin Construction encountered subbase issues mid-May and was unable to stabilize the subgrade to date. The subbase area is located one hundred feet from the end of Runway 14. The subbase will need to be removed due to saturation of the soil. Chairman Moore asked how deep the test holes are. Engineer Senn stated the samples were taken 10-15 feet below grade. FAA has agreed with the change order and will participate however, funding will be available at later date. Runway 14-32 is scheduled to be commissioned November 3rd, 2022. If the November date is not met, then the commissioning of Runway 14-32 would be pushed to mid-year of 2023.

Motion: "I move to approve Mead & Hunt Change Order No. 2 in the amount of \$354,701.90." – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

A. Mead & Hunt Invoice 331531

Discussion: No discussion.

Motion: "I move to approve payment to Mead & Hunt for Invoice #331531 in the amount of \$4,677.30." – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

B. Martin Construction PE 10

Discussion: No discussion.

Motion: “I move to approve payment to Martin Construction for Pay Estimate 10 in the amount of \$670,672.78.” – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

C. AIP 3-38-0013-043-2020 Outlay 15

Discussion: Secretary/Treasurer Powell asked for an explanation of why the reimbursement amount does not match the total amount of the invoices. Engineer Senn stated this reimbursement can only be requested up to 90% of the total grant amount. When the final work is completed, and grant closeout document is submitted to FAA then FAA will reimburse up to 95% of the grant amount. Once FAA completes the review of the grant closeout then the remaining 5% will be reimbursed. Secretary/Treasurer Powell asked if the airport will be reimbursed a total of \$675,350.08 (the amount of the invoices). Mr. Braun stated yes, however the airport will have to carry the remaining \$580,289.29 until the project is closed out.

Motion: “I move to approve AIP 3-38-0013-043-2020 Outlay 15 for reimbursement in the amount of \$95,060.79.” – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

D. Mead & Hunt Invoice 331533

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #331533 in the amount of \$20,160.28.” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

E. Strata Corporation PE 4

Discussion: No discussion.

Motion: “I move to approve payment to Strata Corporation for Pay Estimate 4 in the amount of \$154,066.95.” – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

F. NDAC Non-Federal Reimbursement Request No. 8 – Runway 14-32 NAVAID Construction

Discussion: No discussion.

Motion: “I move to approve payment to NDAC Non-Federal Reimbursement Request No. 8 for Runway 14-32 NAVAID Construction in the amount of \$174,227.23.” – Markus Powell

Seconded: Bruce Burke
Motion Carried Unanimously

G. Mead & Hunt Invoice 331538

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice 331538 in the amount of \$16,915.14.” – Bruce Burke

Seconded: Markus Powell
Motion Carried Unanimously

H. Martin Construction PE 8

Discussion: No discussion.

Motion: “I move to approve payment to Martin Construction for Pay Estimate 8 in the amount of \$465,630.27.” – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

I. Strata Corporation Change Order No. 1

Discussion: Engineer Senn stated this change order is due to the FAA certification inspector requesting signage modifications after the work was already bid.

Motion: “I move to approve Strata Corporation Change Order No. 1 in the amount of \$15,895.98.” – Shawn Soehren

Seconded: Markus Powell
Motion Carried Unanimously

J. NDAC Non-Federal Reimbursement Requestion No. 9 – Runway 14-32 Phase 2 & Parallel Taxiway A Phase 3

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 9 for Runway 14-32 Phase 2 and Parallel Taxiway A Phase 3 in the amount of \$482,545.41.” – Shawn Soehren

Seconded: Markus Powell
Motion Carried Unanimously

K. Mead & Hunt Invoice 331536

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #331536 in the amount of \$14,332.17.” – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

L. NDAC Non-Federal Reimbursement Request No. 5 – Taxiway A Lighting System Design

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 5 for Taxiway A Lighting System Design in the amount of \$14,332.17.” – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

M. Mead & Hunt Invoice 331541

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #331541 in the amount of \$14,332.17.” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

N. Mead & Hunt Invoice 331543

Discussion: Commissioner Burke asked what this invoice was for. Airport Manager Braun stated this invoice is for the request for proposals (RFP) for the paid parking system.

Motion: “I move to approve payment to Mead & Hunt for Invoice #331543 in the amount of \$1,886.44.” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

O. Airport Coronavirus Response Reimbursable 3-38-0013-045-2021 Request #10

Discussion: No discussion.

Motion: “I move to approve Airport Coronavirus Response Grant – AIP 3-38-0013-045-2021 Request #10 for reimbursement in the amount of \$93,021.30.” – Markus Powell

Seconded: Bruce Burke
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – May 2022

Discussion: Mr. Braun stated enplanement numbers continue to grow. Mr. Braun stated most travel has been business and some leisure.

B. Parking & Car Rental Reports – May 2022

Discussion: No discussion.

C. Old Business

Discussion: Mr. Braun stated Senator Hoeven’s office announced that the Dickinson Airport was awarded an Airport Improvement entitlement grant in the amount of \$1,665,000.00, which will fund in the commercial terminal study and the acquisition of SRE (Snow Removal Equipment). Chairman Moore asked when the SRE Equipment will be finished. Mr. Braun stated the SRE Equipment will be finished November of 2023.

D. Other

Discussion: No discussion.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Shawn Soehren

Seconded: Markus Powell

Motion Carried Unanimously – Meeting Adjourned at 4:49pm on June 14th, 2022.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____