

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	Not Present
Secretary/Treasurer:	Markus Powell	Present
Commissioner:	Jon Frantsvog	Present
Commissioner:	Bruce Burke	Not Present

Also, Present:

Airport Manager	Kelly Braun
Airport Administrative Officer	Laurie Kasian
Mead & Hunt Engineer	Rod Senn
City Liaison	Robert Baer
Operations Supervisor	Channing Wagner

Additions to the Agenda: Additional Bills Payable

III. **Approval of the Consent Agenda**

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

Discussion: No discussion.

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

Seconded: Jon Frantsvog

Motion carried Unanimously

Manager's Report

- Airport Manager, Kelly Braun stated he has requested half of the federal local share from the city and the other half from stark county commission for the 2022 grants and provided the city and county with a CIP (Capital Improvement Project) list. There will be a terminal concept report review meeting with Senator Hoeven's office at the airport on August 31st at 11:00am. Mr. Braun will send out invites.
- Mr. Braun stated he is in process of reviewing and ranking the paid parking system request for proposals. Once the process has been completed, he will bring his recommendations to the board authority. Mr. Braun stated the paid parking system amount is not included on the 2023 budget for capital improvement projects since the proposals provide different options for the parking system available on the vendors websites. Mr. Braun estimated at a cost of around \$500,000.00. Commissioner

Frantsvog recommended adding to the budget and Chairman Moore agreed.

- Concrete pouring has started on the runway construction project and is going well. Mead & Hunt Engineer Senn stated the scheduled opening date for the runway is still November 3rd, 2022.
- Chairman Moore inquired of having discussions with the city for the sewer and water lines. Mr. Braun stated he will ensure water and sewer lines are discussed in the terminal planning stages.
- Mr. Braun updated the airport board authority since a Western Edge representative was unable to attend the meeting. Western Edge Aviation is fully staffed, and general aviation operations continue to increase from last year. There has been increased traffic due to Oshkosh Air Show. Hangars are at capacity and there are several flight instruction students.
- The annual 139 inspection is scheduled for middle of September and should be a good inspection this year. Operations Supervisor, Channing Wagner has completed and received his CM (Certified Member) certification with AAAE (American Association of Airport Executives). Mr. Braun stated Channing Wagner has been doing a fantastic job and congratulated Channing on earning his CM.

IV. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. Mead & Hunt Invoice 334928

Discussion: Secretary/Treasurer Markus Powell asked why no reimbursement is requested. Mr. Braun stated FAA (Federal Aviation Administration) will reimburse up to 95%, then once the project is substantially completed then FAA will release another 2.5%, after the project is completed, the remaining funds will be released.

Motion: "I move to approve Mead & Hunt Invoice #334928 in the amount of \$3,836.18." – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

B. Mead & Hunt Invoice 334930

Discussion: No discussion.

Motion: "I move to approve payment to Mead & Hunt for Invoice #334930 in the amount of \$24,283.08." – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

C. Strata Corporation PE 6

Discussion: No discussion.

Motion: “I move to approve payment to Strata Corporation PE 6 in the amount of \$181,202.49.”
– Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

D. NDAC Non-Federal Reimbursement Request No. 10 – Runway 14-32 NAVAID Construction

Discussion: No discussion

Motion: “I move to approve payment to NDAC Non-Federal Reimbursement Request No. 10 for Runway 14-32 NAVAID Construction in the amount of \$184,937.01.” – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

E. Mead & Hunt Invoice 334949

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #334949 in the amount of \$59,339.50.” – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

F. Martin Construction Pay Estimate No. 10

Discussion: No discussion.

Motion: “I move to approve payment to Martin Construction for Pay Estimate 10 in the amount of \$3,105,296.61.” – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

G. Strata Corporation Pay Estimate No. 1

Discussion: No discussion.

Motion: “I move to approve payment to Strata Corporation for Pay Estimate No. 1 in the amount of \$33,739.20.” – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

H. NDAC Non-Federal Reimbursement Requestion No. 11 – Runway 14-32 Phase 2 & Parallel Taxiway A Phase 3

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 11 for Runway 14-32 Phase 2 and Parallel Taxiway A Phase 3 in the amount of \$103,601.58.” – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

I. AIP 3-38-0013-044-2021 Outlay 1

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-044-2021 Outlay 1 for reimbursement in the amount of \$3,094,773.73.” – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

J. Mead & Hunt Invoice 334950

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #334950 in the amount of \$127.50.” – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

K. Mead & Hunt Invoice 334951

Discussion: No discussion.

Motion: “I move to approve payment to Mead & Hunt for Invoice #334951 in the amount of \$1,818.62.” – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

L. NDAC – Non-Federal Reimbursement Request No. 1 – ARFF Foam Testing Equipment

Discussion: No discussion

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 1 for ARFF Foam Testing Equipment in the amount of \$12,428.88.” – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

M. Airport Coronavirus Response Reimbursable 3-38-0013-045-2021 Request #12

Discussion: Commissioner Frantsvog asked if there is another coronavirus grant after this grant is completed. Mr. Braun stated there is one more coronavirus grant after these grant funds are utilized.

Motion: “I move to approve Airport Coronavirus Response Grant – AIP 3-38-0013-045-2021 Request #12 for reimbursement in the amount of \$76,650.14.” – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

N. 2023 Budget

Discussion: Chairman Moore asked when the budget is due. Mr. Braun stated he needs to submit the budget to the city and county by tomorrow. Mr. Braun and the board authority discussed the budget changes.

Motion: “I move to approve the 2023 Budget.” – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Report – July 2022

Discussion: Mr. Braun stated enplanements have increased 6% compared to last year.

B. Parking & Car Rental Reports – July 2022

Discussion: No discussion.

C. Old Business

Discussion: Mr. Braun stated the DOT awarded United Airlines the contract for essential air service. Mr. Braun stated the ND Century Code Depositories of Public

D. Other

Discussion: Mr. Braun reviewed the ND Century Code Depositories of Public Funds requirements with the board. The airport will need to make a motion in January, each even-numbered year to designate a depository of public funds. Mr. Braun stated he and Admin. Kasian are working on a procurement policy based on ND Century Code.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Markus Powell

Regular Meeting - Dickinson Municipal Airport Authority – August 9th, 2022

Seconded: Jon Frantsvog

Motion Carried Unanimously – Meeting Adjourned at 4:50pm on August 9th, 2022.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____