

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
Airport Operation Supervisor	Channing Wagner
Mead & Hunt Engineer	Rod Senn

Additions to the Agenda: Overview of General Aviation Operations, Airport Manager’s Evaluation, Additional Bills Payable

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated September 13th, 2022
2. Accounts Payable
3. Check Report
4. September 2022 Financial Statements
5. Runway Construction Invoices
6. Terminal Concept & Budget Report Invoice
7. Commercial Terminal Parking Lot Equipment Assistance Invoice

Discussion: Commissioner Frantsvog inquired about the Invisible Intelligence invoice. Airport Manager Braun explained the invoice is for a radio monitoring intelligence system that records aircraft that operate at the airport and is useful for accident investigation.

Motion: “I move to approve the consent agenda and additions to the agenda.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion carried Unanimously

Amended Motion:

“I move to approve the consent agenda and additions to the agenda except the invoice from FLASH Parking.” – Jon Frantsvog

Seconded: Bruce Burke
Motion carried Unanimously

Manager's Report

- Airport Manager, Kelly Braun stated the flight check for the new runway is scheduled for October 24th & 25th and the certification inspection is scheduled for October 26th & 27th. Runway 14-32 is scheduled to open November 3rd, 2022. Mr. Braun explained the runway opening in detail.
- The Human Resource Manual is in legal review. Policies and procedures including procurement will be worked on next.
- Part 139 certification inspection has been completed and went very well. There were two outstanding items on the inspection. The first item was painting and markings which will be completed during the runway transition. The second item was the intensity lighting on the supplemental windsock light which is supposed to be a constant light which changes with the intensity of the edge lighting on the crosswind runway. This item will be fixed when the edge lighting and PAPI's (Precision Approach Path Indicator) are redone next year.
- The Snow & Ice control meeting was conducted with tenants and employees of the airport including a review of the Snow & Ice control plan.
- Mr. Braun stated the terminal sewer and water discussion with the city is on his to do list.
- Engineer Rod Senn gave an overview of the runway construction progress. The site inspection for the terminal study has been completed and a meeting will be coordinated with Airport Manager to review the information. Grant preapplication has been submitted and reviewed with the ADO (Airport District Office) and Project Manager.

IV. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. NDAC Non-Federal Reimbursement Request No. 12 – Runway 14-32 NAVAID Construction

Discussion: No discussion.

Motion: "I move to approve NDAC Non-Federal Reimbursement Request No. 12 for Runway 14-32 NAVAID Construction in the amount of \$69,803.99." – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

B. NDAC Non-/Federal Reimbursement Request No. 13 – Runway 14-32 Phase 2 & Parallel Taxiway A Ph3

Discussion: Commissioner Frantsvog asked is the reimbursement is at 100%. Mr. Braun stated yes, and the remainder amount will be paid by local share.

Motion: "I move to approve NDAC Non-Federal Reimbursement Request No. 13 for Runway 14-32 Phase 2 & Parallel Taxiway A Phase 3 in the amount of \$3,731,593.69." – Shawn Soehren

Seconded: Bruce Burke

Motion Carried Unanimously

C. AIP 3-38-0013-044-2021 Outlay 3

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-044-2021 Outlay 3 for reimbursement in the amount of \$3,724,209.15.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

D. AIP 3038-0013-049-2022 Outlay 1

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-049-2022 Outlay 1 for reimbursement in the amount of \$56,483.89.” – Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

E. NDAC Non- Federal Reimbursement Request No. 1 – Snow Removal Equipment Procurement and Terminal Concept and Budget Report

Discussion: No discussion.

Motion: “I move to NDAC Non-Federal Reimbursement Request No. 1 for Snow Removal Equipment Procurement and Terminal Concept and Budget Report in the amount \$3,137.99.” – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

F. Airport Coronavirus Response Reimbursable 3-38-0013-045-2021 Request #14

Discussion: Commissioner Frantsvog asked if there is another coronavirus grant. Mr. Braun stated there is one more coronavirus grant.

Motion: “I move to approve Airport Coronavirus Response Grant AIP 3-38-0013-045-2021 Request 14 FINAL for reimbursement in the amount of \$16,932.80.” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

G. Airport Rescue Grant 3-38-0013-047-2021 Request #1

Discussion: No discussion.

Motion: “I move to approve Airport Rescue Grant 3-38-0013-047-2021 Request #1 in the amount of \$56,413.60.” – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

H. Commercial Terminal Parking Lot Equipment Bid & Notice to Proceed

Discussion: Mr. Braun stated the Mead & Hunt agreement with the airport is to assist with proposals for commercial terminal parking lot equipment. Four proposals were submitted and reviewed. Flash Parking Inc. met all the requirements. The equipment will be able to be transferred to a new location as long as the infrastructure is in place. The 2022 budget was submitted as \$500,000 however, the cost will be \$143,304. Commissioner Frantsvog asked if the agreement was sent to legal review. Mr. Braun stated the agreement has not been sent to legal for review.

Motion: “I move to approve the contract from Flash Parking Inc. and authorize the airport chairman to execute the Equipment Purchase and Services Agreement and Notice to Proceed upon approval of the attorney’s review of the agreement and authorize payment of 50% to Flash Parking Inc.” – Bruce Burke

Seconded: Jon Frantsvog
Motion Carried Unanimously

I. Airport Manager Annual Evaluation

Discussion: Commissioner Frantsvog asked if the asphalt on the General Aviation apron has been fixed. Mr. Braun stated the rehab for the General Aviation apron is listed on the airport’s CIP (Capital Improvement Plan) and is not eligible for federal funding since the asphalt is within fifty feet of a structure. Mr. Braun will check into state funding. Vice Chairman Soehren inquired about the T-Hangar issues. Mr. Braun sent out a survey to lessees and tenants of the T-Hangars. The hangars need structural attention. State aeronautics has a program to fund hangar projects with the proper business plan to justify the project. Hangar project are low on the priority list for funding.

Motion: “I move to approve the Airport Chairman to sign the Airport Manager Evaluation and Personal Action Form.” – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Report – September 2022

Discussion: Mr. Braun stated the enplanement numbers continue to increase.

B. Parking & Car Rental Reports – September 2022

Discussion: No discussion.

C. Old Business

Regular Meeting - Dickinson Municipal Airport Authority – October 11th, 2022

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 5:12pm on October 11th, 2022.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____