

Order of Business

**I. CALL TO ORDER:** Chairman Jeff Moore called the meeting to order at 4:18pm due to online technical issues.

**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
Airport Operations Supervisor	Channing Wagner
Mead & Hunt Engineer	Rod Senn
City Commissioner	Dr. Robert Baer
Stark County Commissioner	Cory White
Western Edge Aviation Manager	Travis Chamness
Citizen Interest	Kirk Olson
Citizen Interest	Kelly Sykora

Additions to the Agenda: Additional Bills Payable in the amount of \$470.59.  
Old Business: Airport Manager Evaluation

**III. Approval of the Consent Agenda**

1. Minutes of regular meeting dated November 14<sup>th</sup>, 2023.
2. Accounts Payable
3. Check Report
4. November 2023 Financial Statements
5. Runway Construction, Snow Removal Equipment & Terminal Concept & Budget Report Invoices

Discussion: No discussion.

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

Seconded: Markus Powell  
Motion carried Unanimously.

**IV. MANAGER'S REPORT**

- Airport Manager Braun stated the airport attorney is managing the lawsuit regarding a slip and fall incident.
- The operations team was able to handle the last snow event without any incidents or cancellations.
- The request for proposals regarding banking institutions will be advertised for three weeks. Proposals will

be accepted thirty days after the last publication then proposals will be presented at the February 2024 board meeting.

- Mr. Braun explained he has reviewed job positions regarding adequate compensation. Airport Employees are adequately compensated compared to across the state. Job demands are different compared to city employees making it difficult for wage comparisons. City department head salaries are slightly higher than airport department heads but fall within the minimum maximum ranges.

## V. ENGINEER'S REPORT

- Mead & Hunt Engineer, Rod Senn reported the cover for the localizer has not been delivered. The item has been ordered but has not shipped yet from Germany.
- Mr. Senn explained Runway 14/32 Phases 2 and 3 had an intermittent light issue with the ILS approach. The component that was placed in the regulator to correct the intermittent light issue has been fixed. There will be a follow up flight check in January.
- Taxiway A lighting project is nearly completed. Runway 07/25 REILS and PAPIs were not operating properly on Runway 07 due to board failure. The boards have been ordered but have not shipped yet. Flight check will be performed in January.
- The MB Companies had an issue with the buy American waiver and hoped to have the issue resolved by next week. After the issue is resolved then the MB5 will be delivered the following week.
- The terminal concept budget report has been updated regarding the comments that were received from FAA. After approval from FAA then the scope for the design process will start.
- Pavement rehabilitation will be complete, after closeout documentation is received from the contractor.
- ARFF truck has been ordered and will be arriving around a year from now. The scope has been issued to the FAA regarding the addition to the ARFF building.
- The terminal site survey has been completed.
- Mr. Braun stated the new Oshkosh broom is still having issues and an additional part is needed.
- Funding plan for the new terminal was discussed. Fargo has requested funding for their terminal through the ATP fund. Discretionary funding may be a better option for Dickinson for funding of the terminal.

## VI. REGULAR AGENDA

### 1. ITEMS REQUIRING BOARD ACTION

#### A. BIL 3-38-0013-050-2023 Outlay 5 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: "I move to approve BIL 3-38-0013-050-2023 Outlay 5 for Reimbursement in the amount of \$20,231.33." – Markus Powell

Seconded: Shawn Soehren  
Motion Carried Unanimously

**B. NDAC Non-Federal Reimbursement Request No. 5 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation**

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 5 for reimbursement in the amount of \$1,123.96.” – Shawn Soehren

Seconded: Bruce Burke  
Motion Carried Unanimously

**C. AIP 3-38-0013-044-2021 Outlay 5 – Runway 14-32 Phase 2 & Parallel Taxiway A Phase 3**

Discussion: No discussion.

Motion: “I move to AIP 3-38-0013-044-2021 Outlay 5 for reimbursement in the amount of \$388,888.11.” – Markus Powell

Seconded: Jon Frantsvog  
Motion Carried Unanimously

**D. AIP 3-38-0013-049-2022 Outlay 15 – SRE & Terminal Concept & Budget Report**

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-049-2022 Outlay 15 for reimbursement in the amount of \$20,879.88.” – Shawn Soehren

Seconded: Bruce Burke  
Motion Carried Unanimously

**E. NDAC Non-Federal Reimbursement Request No. 15 – SRE & Terminal Concept & Budget Report**

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 15 for reimbursement in the amount of \$1,159.99.” – Markus Powell

Seconded: Shawn Soehren  
Motion Carried Unanimously

**F. NDAC Non-Federal Reimbursement Request No. 3 – Airfield Pavement Rehabilitation**

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 3 for reimbursement in the amount of \$4,025.69.” – Jon Frantsvog

Seconded: Bruce Burke  
Motion Carried Unanimously

## **G. Procurement Policy**

Discussion: Airport Manager Braun stated this is a recommendation from the airport’s auditor to have a written procurement policy. Secretary/Treasurer Powell recommended legal should look at the policy. Item tabled until legal can review the policy.

## **H. 2024 Board Meeting Dates**

Discussion: No discussion.

Motion: “I move to approve the 2024 Airport Authority Commission Meeting Dates with the exception to July 2024 meeting.” – Markus Powell

Seconded: Shawn Soehren  
Motion Carried Unanimously

## **I. 2024 Nomination of Commissioners**

Discussion: Airport Manager Braun stated there are two airport board members terms expiring December 31<sup>st</sup>, 2023: Vice Chairman Shawn Soehren and Commissioner Jon Frantsvog. There were two citizens interested in the airport board positions: Kelly Sykora and Kirk Olson. Kelly Sykora explained his background and interest in aviation. Kirk Olson also explained his background and interest regarding aviation. Shawn Soehren and Jon Frantsvog would like to continue to serve on the airport board authority for another 5-year term.

Motion: “I move to nominate Jon Frantsvog for another 5-year term.” – Markus Powell

Seconded: Motion was not seconded. Motion not passed.

Motion: “I move to nominate Shawn Soehren for another 5-year term.” – Markus Powell

Seconded: Bruce Burke  
Motion Carried Unanimously

Motion: “I move to nominate Kelly Sykora for a 5-year term.” – Bruce Burke

Seconded: Motion was not seconded. Motion not passed.

Motion: “I move to nominate Jon Frantsvog for another 5-year term.” – Bruce Burke

Seconded: Markus Powell  
Motion Carried Unanimously

## **J. 2024 Election of Commissioners**

Discussion: 2024 Election of Commissioner

Motion: “I move to approve keep the current slate of officers remain in current positions.” – Jon Frantsvog

Seconded: Bruce Burke

Motion Carried Unanimously

**2. ITEMS NOT REQUIRING BOARD ACTION**

**A. GA/Commercial Service Reports – November 2023**

Discussion: No discussion.

**B. Parking & Car Rental Reports – November 2023**

Discussion: No discussion.

**C. Old Business**

Discussion: Commissioner Frantsvog asked if the snow fall from the general aviation hangar has been resolved. Mr. Braun stated the area has been closed off with cones until a permanent remedy can be found.

**D. Other**

Discussion: Airport Manager Braun stated airport manager evaluations have been completed. The Airport Manager current salary is at the end of the step & grade chart. Wages were discussed by the board. The board recommended making a wage comparison with similar airports for the Airport Manager salary. Mr. Braun will perform a salary survey and make adjustments to the step & grade chart and present at the next board meeting.

**VI. ADJOURNMENT**

1. Motion to Adjourn Airport Board Meeting – Shawn Soehren

Seconded: Markus Powell

Motion Carried Unanimously – Meeting Adjourned at 5:35pm on December 12<sup>th</sup>, 2023.

**OFFICIAL MINUTES PREPARED BY:**

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

**APPROVED BY:**

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

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