

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 Operations Supervisor	Channing Wagner
Mead & Hunt Engineer	Rod Senn
City Commissioner	Dr. Robert Baer
Stark County Commissioner	Cory White
Western Edge Aviation	Pat Giese

Additions to the Agenda: Additional Bills Payable in the amount of \$862,895.98.

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated January 9th, 2024.
2. Accounts Payable
3. Check Report
4. January 2024 Financial Statements
5. Runway Construction, Snow Removal Equipment & Terminal Concept & Budget Report Invoices

Discussion: Airport Manager Braun stated the majority of the additional bill’s payable includes the MB5 Snow Removal Equipment in the amount of \$862,750.

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

Seconded: Shawn Soehren
Motion carried Unanimously.

IV. MANAGER’S REPORT

- Airport Manager Braun stated there is no update on the slip & fall lawsuit.
- The rehab to the old maintenance shop is complete. Lights and new tin were installed, and spray foam was applied to the inside. The overhead door has been installed. The building is like new, and it is nice to have extra cold storage. The airport leases half the space to GAT.
- Airport Operations Supervisor Wagner stated the last snow event went well and had no cancellations to

flights. The Oshkosh snow removal equipment is not working properly. A service technician will be arriving Monday to work on the Oshkosh.

- Airport Manager Braun commended operations on the hard work at the previous snow event.

V. ENGINEER'S REPORT

- Mead & Hunt Engineer, Rod Senn reported the cable tray for the localizer has been ordered but not been delivered. FAA will install the cable tray once it arrives.
- There are four open reimbursable agreements currently. There will be remaining funding from the agreements that will not be used. The request will be to reallocate the remaining funding for the terminal project.
- Runway 14/32 & Taxiway A lighting conversion: The FAA AGIS data is being updated and FAA has requested aerial photography associated with the FAA AGIS will be submitted.
- The auto coupling NOTAM (Notice to Airmen) regarding the auto-pilot disconnect issue with the ILS approach seems to be an FAA internal issue. FAA is working on the issue. The next flight check is scheduled for 2025. Engineer Senn is working on setting a flight check sooner.
- Closeout documentation has been submitted for pavement rehabilitation in December.
- The components on one set of PAPIs and both sets of REILS have been installed by Strata Corporation. A flight check will need to be performed before the PAPIs and REILS become active.
- When the Oshkosh issues are corrected, and the payment is released then the closeout process will begin. The Oshkosh high-speed broom has not been commissioned yet and no payment has been made.
- The modifications to the terminal concept budget report have been complete. The terminal project manager has the scope for the terminal design both airside, landside, and the building. After review from the Airport Manager then an independent fee review will be completed.
- A meeting regarding the design scope for the ARFF building will be held with the architect.
- Commissioner Frantsvog asked if the airport could impose a penalty to Oshkosh for the significant delay of not having the snow removal equipment operational. Engineer Senn stated he would review the contract to substantiate what impact this has caused the airport. Airport Manager Braun stated the hours of work spent on fixing the equipment have been tracked and will be billed to Oshkosh.
- Engineer Senn stated the ARFF vehicle has been ordered. Delivery of the ARFF vehicle is February 2025.
- State grants will be due early April. Funding for the painting project and terminal design will be requested.

VI. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

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

Discussion: No discussion.

Motion: "I move to approve BIL 3-38-0013-050-2023 Outlay 7 for Reimbursement in the amount of \$51,248.21." – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

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

Discussion: No discussion.

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Motion: "I move to approve NDAC Non-Federal Reimbursement Request No. 7 for reimbursement in the amount of \$2,847.12." – Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

C. AIP 3-38-0013-049-2022 Outlay 17 – Snow Removal Equipment & Terminal Concept Budget Report

Discussion: No discussion.

Motion: "I move to AIP 3-38-0013-049-2022 Outlay 17 for reimbursement in the amount of \$782,155.70." – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

D. NDAC Non-Federal Reimbursement Request No. 17 – Snow Removal Equipment & Terminal Concept Budget Report

Discussion: No discussion.

Motion: "I move to approve NDAC Non-Federal Reimbursement Request No. 17 for reimbursement in the amount of \$43,453.09." – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

E. NDAC Non-Federal Reimbursement Request No. 5 – Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: "I move to approve NDAC Non-Federal Reimbursement Request No. 5 for reimbursement in the amount of \$1,287.14." – Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

F. Mead & Hunt Task Order No. 2024-2

Discussion: No discussion.

Motion: "I move to approve the Mead & Hunt Task Order No. 2024-2 for Runway 14-32 and Taxiway A Pavement Marking in the amount of \$27,127.59." – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

G. NDAC Non-Federal Reimbursement No. 1 – SIRN Capable Radios

Discussion: No discussion.

Motion: "I move to approve NDAC Non-Federal reimbursement request No. 1 for reimbursement in the amount of \$8,339.00." – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

H. Procurement Policy

Discussion: Commissioner Frantsvog questioned the removal of item 5 on page 3, with the thought item 4 may cover the information. Vice Chairman Soehren asked what information item 5 states that item 4 has does not provide. Commissioner Frantsvog stated item 5 contemplates engaging in conversations with unique vendors that may have unique solutions, item 4 does not seem to do that. Commissioner Frantsvog stated he is comfortable with approving the policy and if Mr. Braun has a reason to change the procurement policy, then bring back to the airport board for approval to change it.

Motion: "I move to approve the Procurement Policy." – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

I. Personnel Action Form

Discussion: No discussion.

Motion: "I move to approve the Personnel Action Form for Airport Manager, Kelly Braun." – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. Banking Services Proposals

Discussion: Airport Manager Braun stated banking services were advertised and five proposals were received. Dacotah Bank, Bravera, Gate City, Dakota Community Bank & Trust, and Cornerstone proposals were reviewed. Dacotah Bank and Bravera Bank were the two proposals that were narrowed down to best

meet the needs of the airport after review. Airport Administrative Officer Laurie Kasian gave a comparison briefing of the two bank proposals explaining fees and interest rates each bank has to offer. Mr. Braun stated Dacotah Bank and Bravera Bank will make a presentation at the next board meeting. Commissioner Frantsvog recommended each bank should focus their presentation upon the banking needs of the airport. Mr. Braun stated exceptional customer service is a key component in choosing a new banking institution. Airport Administrative Officer Kasian stated it was not a smooth transition when Bank of the West changed to BMO (Bank of Montreal). Commissioner Frantsvog suggested adding the question to the proposed banking institutions: What type of support is provided with transitioning and give two or three organizations that you have provided transitioning services to.

B. GA/Commercial Service Reports – January 2024

Discussion: No discussion.

C. Parking & Car Rental Reports – January 2024

Discussion: No discussion.

D. Old Business

Discussion: No discussion.

E. Other

Discussion: No discussion.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Shawn Soehren
Seconded: Bruce Burke
Motion Carried Unanimously – Meeting Adjourned at 4:49pm on February 13th, 2024.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____