

Regular Meeting - Dickinson Municipal Airport Authority – January 9th, 2024

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	Present
Commissioner:	Bruce Burke	Not Present

Also, Present:

Airport Manager	Kelly Braun
Airport Administrative Officer	Laurie Kasian
Airport Operations Supervisor	Channing Wagner
Mead & Hunt Engineer	Rod Senn
Stark County Commissioner	Cory White
Western Edge Aviation Manager	Travis Chamness

Additions to the Agenda: Additional Bills Payable in the amount of \$1024.94.

1I. Task Order No. 2024-1 – ARFF Building Expansion Design

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated December 12th, 2023.
2. Accounts Payable
3. Check Report
4. December 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." – Markus Powell

Seconded: Shawn Soehren

Motion carried Unanimously.

IV. MANAGER'S REPORT

- Airport Manager Braun had no update on the trip and fall incident the attorney is managing.
- The MB-5 was delivered before Christmas, a technician provided training and the equipment functions well. The Oshkosh High Speed broom has outstanding issues and payment is being held until the equipment is fully functional. The acceptance date will be once the equipment is fully functioning then the one-year warranty will start.
- The update and repair to the old shop is ninety percent complete. The overhead door has been ordered

and will be replaced once the door arrives.

- The advertisement for request for proposals for banking institutions has been completed. Proposals are due in about a month then proposals will be presented at the February 2024 board meeting.
- A terminal funding meeting is planned for next week with Grand Forks and Fargo Airport to allocate funding through the upcoming legislative session.
- December had no flight cancellations and enplanements were over twenty-four hundred. 2023 closed out with over 24,000 enplanements.
- Commissioner Frantsvog asked for an update on aircraft changes. Mr. Braun stated the airlines are purchasing new aircraft and was uncertain when Dickinson would see the new aircraft.

V. ENGINEER'S REPORT

- Mead & Hunt Engineer, Rod Senn reported the cable tray for the localizer has been ordered but not been delivered. The cable tray will be installed this summer.
- 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 be submitted with the data. The intermittent light issue with the ILS approach seems to be an FAA internal issue. FAA is working on the issue. There will be a follow up flight check in January.
- Taxiway A lighting conversion is nearly completed. Components on one set of PAPIs and both sets of REILS need to be installed. Strata Corporation will install once all the components arrive.
- The terminal concept budget report has been submitted, however, FAA requested for more items to be completed on the report. The report is completed and will be submitted to FAA after review. After approval from FAA then the scope for the design process will start.
- Pavement rehabilitation is complete. Closeout documentation is on the agenda for approval today.
- ARFF vehicle has been ordered. A meeting was held with the ADO (Airport District Office) office regarding the design scope for the ARFF building. Comments have not been received from the ADO.

VI. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. BIL 3-38-0013-050-2023 Outlay 6 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: "I move to approve BIL 3-38-0013-050-2023 Outlay 6 for Reimbursement in the amount of \$57,979.17." – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

B. NDAC Non-Federal Reimbursement Request No. 6 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 6 for reimbursement in the amount of \$3,221.06.” – Shawn Soehren

Seconded: Markus Powell
Motion Carried Unanimously

C. AIP 3-38-0013-049-2022 Outlay 16 – Snow Removal Equipment & Terminal Concept Budget Report

Discussion: No discussion.

Motion: “I move to AIP 3-38-0013-049-2022 Outlay 16 for reimbursement in the amount of \$10,186.68.” – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

D. NDAC Non-Federal Reimbursement Request No. 16 – Snow Removal Equipment & Terminal Concept Budget Report

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 16 for reimbursement in the amount of \$565.93.” – Shawn Soehren

Seconded: Markus Powell
Motion Carried Unanimously

E. NDAC Non-Federal Reimbursement Request No. 4 – Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 4 for reimbursement in the amount of \$31,480.27.” – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

F. Airfield Pavement Rehabilitation Project Closeout BIL 50

Discussion: No discussion.

Motion: “I move to approve the Airfield Pavement Rehabilitation Project Closeout documentation and authorize the Airport Chairman to execute the documents.” – Shawn Soehren

Seconded: Markus Powell

Motion Carried Unanimously

G. Step & Grade

Discussion: Mr. Braun stated the step & grade chart closely matches the City of Dickinson’s step & grade chart. Grades one through three were removed, step one was removed, and five steps were added to the previous step & grade chart. Mr. Braun handed out the Grand Forks salary survey that was completed last year. Mr. Braun explained a comparison of salaries to similar airports and positions. Commissioner Frantsvog recommended condensing and organizing the information presented into a document for comparison of salaries.

Motion: “I move to approve the 2024 Step & Grade chart.” – Jon Frantsvog
Seconded: Shawn Soehren
Motion Carried: Jon – No, Shawn – Aye, Markus – Aye, Jeff – Aye

H. Personnel Action Form

Discussion: Mr. Braun stated this is a follow-up to the annual review which includes a one-step increase and a 3% cost of living adjustment.

Motion: “I move to approve the Personnel Action Form.” – Shawn Soehren
Motion did not carry no seconded.

Motion: “I move to table the item until Mr. Braun reports the salary comparison into a document to present to the board.” – Markus Powell

Vice-Chairman Soehren withdrew his motion to approve the personnel action form.

Seconded: Shawn Soehren
Motion Carried Unanimously

I. Task Order No. 2024 – 1 – ARFF Building Expansion Design

Discussion: No discussion.

Motion: “I move to approve Mead & Hunt Task Order No. 2024-1 contingent upon the independent fee review not being more than 10% of the proposed fee.” – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – December 2023

Discussion: Commissioner Frantsvog asked what the share is for hangar rents. Western Edge Manager Chamness stated the airport receives 35% and the FBO receives 65%. Commissioner Frantsvog asked who maintains the

Regular Meeting - Dickinson Municipal Airport Authority – January 9th, 2024

hangars. Mr. Braun stated the airport maintains the hangars and the FBO pays 20% on the repairs.

B. Parking & Car Rental Reports – December 2023

Discussion: No discussion.

C. Disclosure of Interest

Discussion: Mr. Braun stated all board members need to review and return.

D. Old Business

Discussion: Secretary/Treasurer Powell asked if the attorney had completed the procurement policy review. Mr. Braun stated the attorney is still reviewing the procurement policy.

E. Other

Discussion: No discussion.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Shawn Soehren
Seconded: Markus Powell
Motion Carried Unanimously – Meeting Adjourned at 4:37pm on January 9th, 2024.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____