

Order of Business

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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	Kirk Ross
Mead & Hunt Engineer	Rod Senn
GAT Manager	Samuel Chavez

Additions to the Agenda: -Additional Bills Payable in the amount of \$31,493.41.
-Year to date Airline Boardings
-Western Edge Aviation Monthly Report

III. Approval of the Consent Agenda

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

Discussion: Vice Chairman Soehren asked why there is a payment of \$30,915.00 to NDAC. Airport Manager Braun stated this is a return of funds from the state for the Oshkosh Snow Removal Equipment that was returned to Oshkosh due to faulty equipment. Funds were also returned to FAA including interest that was received.

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 Kelly Braun stated the weather cameras were installed and online. This project is complete. A link to the website will be added to the airport's website.
- Kirk Ross is the new Airport Operations Supervisor; he is assuming this role after Channing Wagner the

previous operations supervisor left. Kayden Chamness is the new Operations Specialist; he assumed this role after Kirk Ross moved to the Operations Supervisor position. Kayden has completed his training and is on the 24-hour scheduled rotation.

- Mr. Braun gave an overview of the aviation system and financial impacts in North Dakota and funding requests that Dickinson, Fargo, and Grand Forks will be requesting at the federal, state, and local level. A presentation will be made to the state aeronautics commission on June 6th requesting funding support. A meeting with the governor's office will be scheduled to discuss the projects. Enplanements are strong for Dickinson. The load factor for enplanements for April was 87%. The majority of travel is business, however, last month there was an increase in family travel.

V. ENGINEER'S REPORT

- Mead & Hunt Engineer, Rod Senn reported the cable tray for the localizer has not arrived. Mead & Hunt has reached out to FAA for help since the company that the cable tray was ordered from is not responding to Martin Construction. FAA will install the cable tray once it arrives. The cable tray has no impact on the facilities.
- Runway 14/32 Phase 2 & 3: the aerial photography for FAA AGIS (Airport Geographic Information Systems) has been completed, once the photography is received then it will be added to the Airport Layout Plan and submitted to the ADO (Airport Division Office) for final approval.
- Taxiway A Lighting: Grass seeding and cleanup items remain from Martin Construction. All Runway Navigational Aids are operational, and NOTAMs (Notice to Airman) have been removed.
- A letter from the airport's attorney was sent to Oshkosh Corporation indicating the termination of the contract and return of the Oshkosh High Speed Broom. A response from Oshkosh Corporation has not been received. M-B Companies is working on the radio issue for the MB5 snow removal equipment.
- Terminal and Concept Budget report is complete. The proposed fee from Mead & Hunt is out for an independent fee review. When the independent fee review is completed then the funding request will be submitted with state grant applications along with terminal design.
- The pavement rehabilitation project has cleanup items with Martin Construction.
- ARFF truck delivery is scheduled in early spring of 2025.
- ARFF Building Expansion: After FAA reviewed the floor plans, FAA came back with a list of ineligible items. Mead & Hunt has stopped design efforts and working through the eligibility of items with the FAA. Mr. Braun stated he will bring the floor plan with the board at the next meeting.
- Pavement markings funding was included in the state grant applications.

VI. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

- A. BIL 3-38-0013-050-2023 Outlay 10 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-050-2023 Outlay 10 for Reimbursement in the amount of \$2,136.14.” – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

B. NDAC Non-Federal Reimbursement Request No. 10 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 10 for reimbursement in the amount of \$118.67.” – Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

C. AIP 3-38-0013-051-2023 Outlay 4 – Aircraft Rescue & Fire-Fighting Vehicle

Discussion: No discussion.

Motion: “I move to approve BIL 51 Outlay 4 for reimbursement in the amount of \$706.19.” – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

D. Banking Services

Discussion: Administrative Officer Kasian explained the proposal summary between Dacotah Bank and Bravera Bank and services offered in the proposal. The board discussed the proposals from each bank.

Motion: “I move to approve Bravera Bank as the designated depositories of public funds for the Dickinson Municipal Airport Authority this even-numbered year of 2024.” – Jon Frantsvog

Seconded: Shawn Soehren
Shawn Soehren: Aye, Markus Powell: Aye, Jon Frantsvog: Aye, Jeff Moore: No
Motion Carried

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – April 2024

Discussion: GAT Manager Chavez inquired about luggage tag advertising that was done in the past. Administrative Officer Kasian stated the airport ran a promotion for frequent fliers providing them with Airport logo identification bag tags. Past promotions were discussed including \$99 fares to Denver.

B. Parking & Car Rental Reports – April 2024

Discussion: Vice Chairman Soehren inquired why Hertz was revenue down. Airport Manager Braun was uncertain.

C. Old Business

Discussion: No discussion.

D. Other

Discussion: No discussion.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Markus Powell
Seconded: Jon Frantsvog
Motion Carried Unanimously – Meeting Adjourned at 4:53pm on May 14th, 2024.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____