

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	Not Present
Commissioner:	Jon Frantsvog	Present
Commissioner:	Bruce Burke	Present

Also, Present:

Airport Manager	Kelly Braun
Airport Administrative Officer	Laurie Kasian
Airport Operations Supervisor	Kirk Ross
Mead & Hunt Engineer	Rod Senn
Mead & Hunt Project Architect	Michael Meehan
Mead & Hunt	Jamieson Kath
Western Edge Aviation	Travis Chamness
Stark County Commissioner	Cory White

Additions to the Agenda: - Additional Bills Payable in the amount of \$2,738.93

**III. Approval of the Consent Agenda**

1. Minutes of regular meeting dated May 14<sup>th</sup>, 2024.
2. Accounts Payable
3. Check Report
4. May 2024 Financial Statements
5. Runway Construction, Snow Removal Equipment, Terminal Concept & Budget Report, ARFF Building Expansion Invoices

Discussion: No discussion.

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 Kelly Braun stated he has been working with the Governor's office and the NDAC to secure funding for the commercial terminal project.
- State grants were awarded: pavement markings \$111,053 at 50% payout; New Terminal Apron, Access Road & Parking Lot (design) \$407,423 at 50% payout; FAA Camera Systems \$6,071 at 50% payout; ARFF

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Vehicle \$49,111 at 5% payout; ARFF Building Expansion \$5,814 at 5% payout and New Commercial Terminal Design \$1,000,000 at 50% payout. Firefighting gear and associated rescue equipment funding was requested from FAA but due to buy American law there were no bids. There was no federal or state funding participation.

- There were two aircraft incidents: A FedEx aircraft was taxiing after landing and went off the edge of the taxiway striking a taxiway light. A local pilot inadvertently ran over a taxiway light with no severe damage to the aircraft.

Cory White present as of 4:13 p.m.

## V. ENGINEER'S REPORT

- Mead & Hunt Engineer, Rod Senn reported the cable tray for Runway 14/32 has been reordered.
- Runway 14/32 Phase 2 & 3: the aerial photography for FAA (Federal Aviation Administration) AGIS (Airport Geographic Information Systems) has been submitted to ADO (Airport Division Office) for final approval.
- The auto coupling NOTAM (Notice to Airman) on the ILS (Instrument Landing System) should be removed by the end of the June. NAVAIDs are on a reimbursable agreement.
- Taxiway A Lighting and Runway 07/25 Lighting: Grass seeding and cleanup items remain from Martin Construction. All Runway Navigational Aids are operational, and NOTAMs (Notice to Airman) have been removed.
- Oshkosh Corporation picked up the Oshkosh High Speed Broom on May 22<sup>nd</sup>. A letter from the airport's attorney has been sent to Oshkosh Corporation indicating the termination of the contract. Grant Funding has been returned to FAA and NDAC (North Dakota Aeronautics Commission). FAA is withholding any more reimbursements until there is resolution. There were additional expenses the airport incurred that have not been billed to Oshkosh Corporation. The snow removal division with Oshkosh has been sold to MB-Companies.
- Pavement Rehabilitation: Martin Construction needs to complete clean up items.
- ARFF (Aircraft Rescue & Firefighting) truck delivery is scheduled in early February of 2025.
- ARFF Building Expansion: Mead & Hunt is constructing a justification of items that FAA states are ineligible. Commissioner Frantsvog proposed the idea of possibly turning the terminal into ARFF and operations building.
- Pavement markings will be completed at the end of August or the first part of September.

## VI. REGULAR AGENDA

### 1. ITEMS REQUIRING BOARD ACTION

#### A. BIL 3-38-0013-050-2023 Outlay 11 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: "I move to approve BIL 3-38-0013-050-2023 Outlay 11 for Reimbursement in the amount of \$2,387.43." – Jon Frantsvog

Seconded: Shawn Soehren  
Motion Carried Unanimously

**B. NDAC Non-Federal Reimbursement Request No. 11 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation**

Discussion: No discussion.

Motion: "I move to approve NDAC Non-Federal Reimbursement Request No. 11 for reimbursement in the amount of \$132.64" – Shawn Soehren

Seconded: Bruce Burke  
Motion Carried Unanimously

**C. Notice of Award – Runway 14-32 & Taxiway A Pavement Markings**

Discussion: No discussion.

Motion: "I move to approve the Notice of Award to Fahrner Asphalt Sealers, LLC and authorize the Airport Chairman to execute the documents." – Jon Frantsvog

Seconded: Bruce Burke  
Motion Carried Unanimously

**D. Mead & Hunt Task Order No. 2024-3 – Reconstruct Terminal Design**

Discussion: Commissioner Frantsvog stated he was uncomfortable with the floor plan and layout of the terminal initial design and wanted to ensure the airport boards involved in the terminal design. Engineer Senn stated the exhibit is a basic concept of the initial design and a configured as a preliminary layout of spaces. Project Architect Meehan stated the exhibit is showing proof of concept instead of a design of the building. The schematic design phase will have detailed discussions on the design of the terminal. Commissioner Frantsvog would like to see a readable document. Architect Meehan stated the document is for the terminal design services. Commissioner Frantsvog asked for a schematic design and a timeline schedule.

Motion: "I move to approve Mead & Hunt Task Order No. 2024-3 and authorize the Airport Chairman to execute the documents." – Shawn Soehren

Seconded: Bruce Burke  
Shawn Soehren: Aye, Jon Frantsvog: No, Bruce Burke: Aye, Jeff Moore: Aye  
Motion Carried

**E. Mead & Hunt Task Order No. 2024-4 – Terminal Apron, Parking Lots & Access Roads Design**

Discussion: No discussion.

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Motion: “I move to approve Mead & Hunt Task Order No. 2024-4 and authorize the Airport Chairman to execute the documents.” – Shawn Soehren  
Seconded: Bruce Burke  
Shawn Soehren: Aye, Jon Frantsvog: No, Bruce Burke: Aye, Jeff Moore: Aye  
Motion Carried

## 2. ITEMS NOT REQUIRING BOARD ACTION

### A. GA/Commercial Service Reports – May 2024

Discussion: GAT Manager Chavez stated June 2024 marks Western Edge Aviation 30-year Anniversary in providing service at the airport. Western Edge Aviation are planning a gathering. Western Edge Aviation is able to accommodate the majority of customers, but hangar space is limited especially with any weather issues and owners of aircraft needing hangar space. Airport Manager Braun stated GAT Manager was working with the airline to train ground handling staff on the CRJ700. The load factor for June was 81%. Enplanements are strong.

### B. Parking & Car Rental Reports – May 2024

Discussion: No discussion.

### C. Old Business

Discussion: No discussion.

### D. Other

Discussion: No discussion.

## VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Bruce Burke  
Seconded: Shawn Soehren  
Motion Carried Unanimously – Meeting Adjourned at 4:50pm on June 11<sup>th</sup>, 2024.

**OFFICIAL MINUTES PREPARED BY:**

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Laurie Kasian, Airport Administrative Officer

**APPROVED BY:**

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Municipal Airport Authority

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