

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
Operations Supervisor	Kirk Ross
Airport Administrative Officer	Laurie Kasian
Mead & Hunt Engineer	Rod Senn
Stark County Commissioner	Cory White
City of Dickinson Commissioner	Dr. Robert Baer
Brady Martz	Mindy Piatz

Additions to the Agenda: Additional Bills Payable in the amount of \$2,621.24.

Moved item 2A. 2025 Preliminary Budget to Items requiring board approval.

Removed item 1A. 2023 Audit.

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated July 16th, 2024.
2. Accounts Payable
3. Check Report
4. July 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." – Markus Powell

Seconded: Shawn Soehren
Motion carried Unanimously.

IV. 2023 AUDIT PRESENTATION

- Brady Martz, Mindy Piatz reviewed the 2023 Audit financial statements, independent audit report and management letter. The 2023 independent audit report was completed utilizing the general accounting principles accepted in the United States of America. This is the highest level of assurances the auditor can

provide. There is new guidance on accounting principles on recording compensated absences. The ND State Auditors are looking for an option for a modified cash basis that does not require us to follow all the standards of GAP. A separate single audit was conducted because the airport received over \$750,000 in grants. The airport was found in compliance with all federal requirements that were tested. The findings and deficiencies are quite common in smaller governments that do not have a full team of CPA's that are keeping up with new standards. Preparation of financial statements and schedule of expenditures for federal awards is a management function that was found deficient in the internal controls of the organization. The second deficiency was journal entries in order to get the financials on an accrual basis. The PFC (Passenger Facility Charge) audit was completed and had no issues. The management letter was reviewed with recommendations for areas of improvement on tracking expenses of what is being paid for with federal and non-federally funds. If you combine the non-federal and federal funds then the requirements become stricter. Two areas of improvement were removed from the previous year's management letter including a formal policy for procurement and capitalization. Mindy Piatz recommended to have documentation of approval for journal entries outside of the audit journal entries.

4:25pm Mindy Piatz left the meeting.

V. MANAGER'S REPORT

- Airport Manager Kelly Braun provided an update on meetings regarding the new commercial terminal. Stark County and the City of Dickinson will be sending a letter of support for the project. Mr. Braun has a scheduled presentation with Dunn and Billings County for letters of support for a new commercial terminal. The terminal design is in process. Enplanements are holding steady at 80% load factor.
- The essential air service contract is up at the end of September. SkyWest has submitted a bid to the DOT with twelve scheduled departure flights weekly on a three-year contract.
- Mr. Braun attended the Airport Association of North Dakota meeting in Devils Lake regarding topics that airports are facing regarding funding for projects.

VI. ENGINEER'S REPORT

- Mead & Hunt Engineer, Rod Senn stated the cable tray for the NAVAIDS should be shipping in September.
- AGIS (Airport Geographic Information Systems) has been submitted to ADO (Airport Division Office) for final approval.
- Taxiway A Lighting and Runway 07/25 Lighting: Strata Corporation performed clean up items and Martin Construction will finish after Strata Corporation completes.
- The airport's attorney has made an inquiry regarding a statement of closure with Oshkosh regarding the Oshkosh High Speed Broom return but has not received a response from Oshkosh.
- Terminal Concept and Budget Report is complete.
- ARFF (Aircraft Rescue & Firefighting) truck is on order and delivery is scheduled in early February of 2025.
- ARFF Building Expansion: The Airports District Office is requesting documentation summarizing justification of areas in the building that should be eligible for funding. Mead & Hunt is working on the documentation.
- Pavement markings have been completed on Runway 14/32.

Regular Meeting - Dickinson Municipal Airport Authority – August 13th, 2024

- Meetings are scheduled with NDDOT to discuss Highway 22 modifications regarding the terminal.
- Southwest Water stated they cannot guarantee an additional tap due to improvements that need to be made. Mead & Hunt is working on a contingency plan.

4:45pm Bruce Burke arrived at the meeting.

VII. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. BIL 3-38-0013-050-2023 Outlay 13 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-050-2023 Outlay 13 for Reimbursement in the amount of \$1,478.96.” – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

B. NDAC Non-Federal Reimbursement Request No. 13 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 13 for reimbursement in the amount of \$82.16.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

C. 2025 Preliminary Budget

Discussion: Mr. Braun reviewed and explained the 2025 Preliminary Budget. The Preliminary Budget has been submitted to the City of Dickinson and Stark County.

Motion: “I move to approve 2025 Preliminary Budget.” – Markus Powell
Seconded: Shawn Soehren
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – July 2024

Discussion: Mr. Braun stated there were zero cancellations and sixty scheduled departures for the month of July.

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B. Parking & Car Rental Reports – July 2024

Discussion: No discussion.

C. Old Business

Discussion: No discussion.

D. Other

Discussion: No discussion.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Markus Powell
Seconded: Shawn Soehren
Motion Carried Unanimously – Meeting Adjourned at 4:53pm on August 13th, 2024.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____