

# Regular Meeting - Dickinson Municipal Airport Authority – July 16th, 2024

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## 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	Present

Also, Present:

Airport Manager	Kelly Braun
Airport Administrative Officer	Laurie Kasian
Mead & Hunt Engineer	Rod Senn
Mead & Hunt Project Architect	Michael Meehan
Stark County Commissioner	Cory White

Additions to the Agenda: - Additional Bills Payable in the amount of \$1,087.47.

### **III. Approval of the Consent Agenda**

1. Minutes of regular meeting dated June 11<sup>th</sup>, 2024.
2. Accounts Payable
3. Check Report
4. June 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: Bruce Burke  
Motion carried Unanimously.

### **IV. TERMINAL DESIGN PRESENTATION – MEAD & HUNT**

- Mead & Hunt Project Manager & Architect Michael Meehan gave a terminal design presentation about the future development of a new terminal covering: recent Mead & Hunt terminal projects, design overview, budget, scheduling and expected project delivery dates.

### **V. MANAGER'S REPORT**

- Airport Manager Kelly Braun explained local, state, and federal funding of a new commercial terminal. Mr. Braun passed out an overview of generational projects for Dickinson, Fargo, and Grand Forks. A preliminary

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budget will be presented by Kelly Braun in August to the City of Dickinson and Stark County.

4:54pm Michael Meehan left the meeting.

- Mr. Braun reviewed the CIP (Capital Improvement Projects) list. Mr. Braun will be meeting with the FAA to discuss the Capital Improvement Projects.
- Mr. Braun stated there are areas of the ARFF building remodel that are not covered by federal funds. Mr. Braun will have conversations with the FAA to remedy the items that are not covered.

5:06pm Markus Powell left the meeting.

## VI. ENGINEER'S REPORT

- Mead & Hunt Engineer, Rod Senn stated the AGIS (Airport Geographic Information Systems) has been submitted to ADO (Airport Division Office) for final approval.
- Runway 14/32 Phase 2 & 3: the aerial photography for FAA (Federal Aviation Administration)
- The auto coupling NOTAM (Notice to Airman) on the ILS (Instrument Landing System) issue has been resolved and the NOTAM has been removed.
- Taxiway A Lighting and Runway 07/25 Lighting: Grass seeding and cleanup items remain from Martin Construction.
- The Oshkosh High Speed Broom has been returned. There has not been any correspondence received from Oshkosh as of today.
- ARFF (Aircraft Rescue & Firefighting) truck is on order and delivery is scheduled in early February of 2025.
- Pavement markings have been started with anticipation to be completed at the end of the week.

5:08pm Markus Powell rejoined the meeting.

## VII. REGULAR AGENDA

### 1. ITEMS REQUIRING BOARD ACTION

#### A. BIL 3-38-0013-050-2023 Outlay 12 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: "I move to approve BIL 3-38-0013-050-2023 Outlay 12 for Reimbursement in the amount of \$1,855.91." – Jon Frantsvog

Seconded: Bruce Burke  
Motion Carried Unanimously

**B. NDAC Non-Federal Reimbursement Request No. 12 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation**

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 12 for reimbursement in the amount of \$103.10” – Shawn Soehren

Seconded: Jon Frantsvog  
Motion Carried Unanimously

**C. NDAC Non-Federal Reimbursement Request No. 1 – Purchase ARFF Vehicle**

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 1 - Purchase ARFF Vehicle for reimbursement in the amount of \$922.23.” – Jon Frantsvog

Seconded: Shawn Soehren  
Motion Carried Unanimously

**D. NDAC Non-Federal Reimbursement Request No. 1 – 2024 Pavement Markings**

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 1 – Pavement Markings for reimbursement in the amount of \$13,563.80.” – Shawn Soehren

Seconded: Jon Frantsvog  
Motion Carried Unanimously

**E. NDAC Non-Federal Reimbursement Request No. 1 – Construct New Commercial Terminal (Design)**

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 1 – Construct New Commercial Terminal, Access Road & Parking Lot (Design) for reimbursement in the amount of \$9,838.61.” – Jon Frantsvog

Seconded: Bruce Burke  
Motion Carried Unanimously

**F. NDAC Non-Federal Reimbursement No. 1 – Final – FAA Weather Camera System**

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 1 – FAA Weather Camera System for reimbursement in the amount of \$6,071.00.” – Shawn Soehren

Seconded: Jon Frantsvog  
Motion Carried Unanimously

**G. Grant Agreement AIP 3-38-0013-052-2024**

Discussion: No discussion.

Motion: "I move to approve grant agreement AIP 3-38-0013-052-2024 – Reconstruct Terminal Building and authorize the airport chairman to execute the documents." – Jon Frantsvog

Seconded: Shawn Soehren  
Motion Carried Unanimously

**2. ITEMS NOT REQUIRING BOARD ACTION**

**A. GA/Commercial Service Reports – June 2024**

Discussion: No discussion.

**B. Parking & Car Rental Reports – June 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 5:20pm on July 16<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: \_\_\_\_\_