

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
Stark County Commissioner	Cory White
City of Dickinson Commissioner	Dr. Robert Baer
Mead & Hunt Engineer	Rod Senn
Mead & Hunt Architect	Michael Meehan
Mead & Hunt	Tom Hardin
Western Edge Aviation	Pat Giese
Western Edge Aviation	Travis Chamness

Additions to the Agenda: Additional Bills Payable in the amount of \$34,386.25.

Moved item J from Items Requiring Board Action to Items Not Requiring Board Action.

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated August 13th, 2024.
2. Accounts Payable
3. Check Report
4. August 2024 Financial Statements
5. Runway Construction, Terminal Building Design, Terminal Apron, Access Road & Parking Lot 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. MANAGER'S REPORT

- Airport Manager Kelly Braun stated FAA is currently performing the Airport's Annual 139 inspection.
- DOT approved SkyWest bid for essential air service on a 3-year contract starting in October. Mr. Braun is

working with SkyWest to get leases in place.

- Mr. Braun gave a new terminal presentation to Dunn County and Billings County commissioners. Both counties made a motion to support the new terminal and will draft a letter of support to the airport authority.
- The Airport’s 2025 Budget has been submitted to Stark County and City of Dickinson.
- Two airport employees are attending airfield marking training this week in Minot.
- The airport purchased a used Toyota Camry from Dan Porter Motors to be used for training and meetings in other cities. Commissioner Frantsvog recommended Mr. Braun meet with other counties regarding the new terminal for support.

V. ENGINEER’S REPORT

- Mead & Hunt Architect, Michael Meehan presented a schematical design update on the floor plan of the new terminal. Mr. Braun stated that he was pleased with the progress that has been made so far.
- Mead & Hunt Engineer, Rod Senn stated the cable tray is expected in November.
- Initial aerial photography has been received to update the Airport Layout Plan and FAA AGIS (Airport Geographic Information Systems). The data is in process.
- Taxiway A Lighting and Runway 7/25 Lighting conversion: Strata Corporation and Martin have performed the cleanup items. The final closeout is enclosed under items requiring board action.
- There has not been a response from Oshkosh regarding the High-Speed Broom return.
- ARFF (Aircraft Rescue & Firefighting) truck is on order and delivery is scheduled in February of 2025.
- ARFF Building Expansion: Mead & Hunt is working on an updated floor plan to submit to the Airport’s District Office.
- Pavement markings have been completed on Runway 14/32.
- A preliminary meeting was held with NDDOT to discuss Highway 22 modifications regarding the new terminal.
- Southwest Water Authority cannot provide a tap for the new terminal, it is likely that a water tank may need to be utilized for fire protection.

VI. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. BIL 3-38-0013-050-2023 Outlay 14 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-050-2023 Outlay 14 – Taxiway A & Runway 7-25 & Airfield Pavement Rehabilitation for Reimbursement in the amount of \$101,282.98.” – Markus Powell

Seconded: Shawn Soehren

Motion Carried Unanimously

B. NDAC 2023-1 Non-Federal Reimbursement Request No. 14 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 14 – Taxiway A & Runway 7-25 Lighting Construction & Pavement Rehabilitation for reimbursement in the amount of \$5,626.83.”
– Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

C. Martin Construction Final Closeout – Taxiway A & Runway 7-25 Lighting System Improvements

Discussion: No discussion.

Motion: “I move to approve Martin Construction Inc. Final Closeout for Taxiway A & Runway 7-25 Lighting System Improvements and authorize the Airport Chairman to execute the final closeout documents.”
– Markus Powell

Seconded: Bruce Burke
Motion Carried Unanimously

D. Strata Corporation Final Closeout – Taxiway A & Runway 7-25 Lighting System Improvements

Discussion: No discussion.

Motion: “I move to approve Strata Corporation Final Closeout for Taxiway A & Runway 7-25 Lighting System Improvements and authorize the Airport Chairman to execute the final closeout documents.” –
Shawn Soehren

Seconded: Jon Frantsvog

E. NDAC 2024-5 Non-Federal Reimbursement Request No. 2 – Airfield Pavement Markings

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 2 – 2024 Pavement Markings for Reimbursement in the amount of \$92,515.66.” – Bruce Burke

Seconded: Markus Powell

F. BIL 3-38-0013-052-2024 Outlay 1 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-052-2024 Outlay 1 – Terminal Building Design for reimbursement in the amount of \$20,766.05.” – Jon Frantsvog

Seconded: Shawn Soehren

G. NDAC 2024-2 Federal Reimbursement Request No. 1 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC Federal Reimbursement Requestion NO. 1 – Terminal Building Design for Reimbursement in the amount of \$1,153.67.” – Markus Powell

Seconded: Bruce Burke

H. NDAC 2024-7 Non-Federal Reimbursement Request No. 1 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-7 Non-Federal Reimbursement Request No. 1 – Terminal Building Design for Reimbursement in the amount of \$21,303.31.” – Shawn Soehren

Seconded: Bruce Burke

I. NDAC 2024-6 Non-Federal Reimbursement Request No. 2 – Terminal Apron, Access Road & Parking Lot

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-6 Non-Federal Reimbursement Request No. 2 – Terminal Apron, Access Road & Parking Lot in the amount of \$1,967.72.” – Markus Powell

Seconded: Jon Franstvog

2. ITEMS NOT REQUIRING BOARD ACTION

A. Airport Manager Evaluation & Personnel Action Form

Discussion: Airport Manager Braun stated his annual evaluation form has been given to board members and asked if the evaluation form be completed by Tuesday, October 1st. Chairman Moore recommended to send the annual evaluation form to airport vendors for feedback.

B. Essential Air Service Selection – Final Order

Discussion: No additional discussion.

C. GA/Commercial Service Reports – August 2024

Discussion: Western Edge Aviation, Pat Giese stated he has hired a new mechanic. Commissioner Frantsvog inquired about hangar space. Mr. Giese stated he is working on a plan for an individual and a larger hangar, depending on the land lease. Mr. Giese stated there are thirty-two based aircraft.

D. Parking & Car Rental Reports – August 2024

Regular Meeting - Dickinson Municipal Airport Authority – September 10th, 2024

Discussion: Vice-President Soehren asked why parking was down compared to last year’s month. Mr. Braun stated taxicabs have increased at the airport.

E. Old Business

Discussion: No discussion.

F. Other

Discussion: No discussion.

VIII. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Bruce Burke
Seconded: Shawn Soehren
Motion Carried Unanimously – Meeting Adjourned at 4:58pm on September 10th, 2024.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____