

Order of Business

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
Stark County Commissioner	Cory White
City of Dickinson Commissioner	Dr. Robert Baer
Mead & Hunt Engineer	Rod Senn
Mead & Hunt Architect	Michael Meehan
Mead & Hunt	Todd Hardin
Ubl Design Group	Jeff Ubl
Mead & Hunt	Tom Klein
Western Edge Aviation	Pat Giese

Moved item 1I. CMAR (Construction Management At-Risk) – New Terminal to after the Consent Agenda
Additions to the Agenda: Additional Bills Payable in the amount of \$5,568.34.
Updated passenger and car rental reports.

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated September 10th, 2024.
2. Accounts Payable
3. Check Report
4. September 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 reported the Airport’s Annual 139 inspection went well with no letter of corrections.
- Airport Manager, Kelly Braun, Operations Supervisor, Kirk Ross and Administrative Officer, Laurie Kasian attended FEMA Public Information Officer training.
- The Snow & Ice Control meeting will be held this month with stakeholders.
- Enplanement numbers continue to be strong and are above previous YTD enplanements.
- Draft terminal support letters have been sent to Dunn, Billings and Stark County and the City of Dickinson.

V. ENGINEER’S REPORT

- Mead & Hunt Engineer, Rod Senn stated the cable tray is expected in mid-November. Mr. Senn stated he will be summarizing the reimbursable accounts and drafting an email to FAA (Federal Aviation Administration) to release funds.
- Runway 14/32 preliminary aerial photography for Runway 14/32 is currently being updated into the Airport Layout Plan and FAA AGIS (Airport Geographic Information Systems).
- Taxiway A Lighting and Runway 7/25 Lighting System conversion: A subcontractor has not been paid and therefore supplemental documents will be prepared for next month’s meeting. There is funding available under the grant.
- The Airport District Office will be preparing an amendment to the Snow Removal Equipment grant due to the Snow Removal equipment being returned to Oshkosh after it was deemed unusable. The funds will be repurposed to the ARFF Building Expansion.
- ARFF (Aircraft Rescue & Firefighting) truck is on order and delivery is scheduled in February of 2025.
- ARFF Building Expansion: Justification and an updated floor plan has been sent to FAA. A formal response is expected in the next week.
- Mead & Hunt Architect, Michael Meehan stated 75% of schematic design is complete. The design committee shared initial concepts with the interior design team. Fire protection: the team is working to define the quantity of water needed. Stakeholder and Fire protection meetings will be held the last week in October.

1I. CMAR (Construction Management At-Risk) – New Terminal

Discussion: Mead & Hunt Jeff Ubl explained the Construction Management At-Risk vs Design-Bid-Build approach.

Motion: “I move to approve the CMAR delivery method according to the ND Century Code, Chapter 48-01.2, subparagraph 48-01.2-18 for preconstruction and construction of the new airport terminal.” – Shawn Soehren

Seconded: Jon Frantsovog
Motion Carried Unanimously

Motion: “I move to approve the establishment of a CMAR selection committee.” – Jon Frantsovog
Seconded: Bruce Burke

Motion Carried Unanimously

4:58 PM Michael Meehan, Tom Klein, Todd Hardin & Jeff Ubl left the meeting.

VI. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. Grant Agreement AIP 3-38-0013-053-2024 – Aircraft Rescue & Fire Fighting Building

Discussion: No discussion.

Motion: “I move to approve Grant Agreement AIP 3-38-0013-053-2024 and authorize the airport chairman to execute the documents.” – Jon Frantsovog

Seconded: Bruce Burke
Motion Carried Unanimously

B. AIP 3-38-0013-049-2022 Outlay 18 – Snow Removal Equipment & Terminal Concept & Budget Report

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-049-2022 Outlay 18 for reimbursement in the amount of \$62,145.44.” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

C. NDAC AIP 49 Federal Reimbursement Request No. 18 – Snow Removal Equipment & Terminal Concept & Budget Report

Discussion: No discussion.

Motion: “I move to approve NDAC Federal Reimbursement Request No. 18 for reimbursement in the amount of \$3,452.52.” – Shawn Soehren

Seconded: Jon Frantsovog
Motion Carried Unanimously

D. NDAC 2024-5 Non-Federal Reimbursement Request No. 3 – Airfield Pavement Markings

Discussion: No discussion.

Motion: “I move to approve NDAC Non-Federal Reimbursement Request No. 3 – 2024 Pavement Markings for reimbursement in the amount of \$4,972.43.” – Jon Frantsovog

Seconded: Bruce Burke
Motion Carried Unanimously

E. BIL 3-38-0013-052-2024 Outlay 2 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-052-2024 – Terminal Building Design for reimbursement in the amount of \$54,140.58.” – Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

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

Discussion: No discussion.

Motion: “I move to approve NDAC Federal Reimbursement Request No. 2 – Terminal Building Design for Reimbursement in the amount of \$3,007.81.” – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

G. NDAC 2024-7 Non-Federal Reimbursement Request No. 2 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC Federal Reimbursement Request No. 2 – Terminal Building Design for Reimbursement in the amount of \$55,541.32.” – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

H. NDAC 2024-6 Non-Federal Reimbursement Request No. 3 – Terminal Apron, Access Road & Parking Lot

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-6 Non-Federal Reimbursement Request No. 3 – Terminal Apron, Access Road and Parking Lot in the amount of \$3,935.45.” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

J. Airport Manager Personnel Action Form

Discussion: No discussion.

Motion: “I move to approve the Airport Manager’s Personnel Action Form.” – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – September 2024

Discussion: Western Edge Pat Giese reported fuel sales were down compared to one year ago. Hunting season looks like it will be less than last year. Mr. Giese said he will be setting up a meeting with Airport Manager Braun to discuss possible locations to build a hangar. Mr. Giese stated he has three aircraft mechanics.

B. Parking & Car Rental Reports – September 2024

Discussion: No discussion.

C. Old Business

Discussion: Airport Manager Braun reported he will be providing a deposition for the personal claim injury on November 11th, 2024.

D. Other

Discussion: No discussion.

VIII. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Bruce Burke
Seconded: Shawn Soehren
Motion Carried Unanimously – Meeting Adjourned at 5:06pm on October 8th, 2024.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____