

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	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
Mead & Hunt Engineer	Rod Senn
Mead & Hunt	Todd Hardin
Mead & Hunt	Jon Scrapper
Mead & Hunt	Jamieson Kath
Western Edge Aviation	Travis Chamness
Civil Air Patrol	Richard Mehrer

No Additions or changes to the agenda.

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated October 8th, 2024.
2. Accounts Payable
3. Check Report
4. October 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: Shawn Soehren

Motion carried Unanimously.

IV. MANAGER'S REPORT

- Airport Manager, Kelly Braun, reported three proposals were received for the CMAR (Construction

Management At-Risk) proposals for the new terminal. The sub-committee will review the proposals, conduct interviews, and make recommendations for the next board meeting.

- Airport Manager, Kelly Braun gave a deposition at the airport's attorney's office for the slip, trip & fall incident in March 2023.
- The Snow & Ice Control meeting was held with stakeholders. A new part-time employee has been hired for on-call snow removal.
- Senator Hoeven visited the airport and was given a commercial terminal presentation. Senator Hoeven was in full support of the new commercial terminal.

V. ENGINEER'S REPORT

- Mead & Hunt Engineer, Rod Senn stated the cable tray is expected to be shipped this month and will follow up if he has not received shipping information by next week. After the cable tray is installed then Mr. Senn will work with the FAA to repurpose the remaining grant 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 is complete.
- The ADO (Airport District Office) is 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) delivery is scheduled for February of 2025. Mr. Braun stated he will be going to Wyoming, MN December 19th for a pre-buy inspection of the ARFF truck.
- The ADO responded to the request for the ARFF Expansion Building. The dorm room and one small restroom that is associated with medical are not eligible for funding.

VI. ARCHITECT REPORT

- Mead & Hunt Architect, Todd Hardin stated Quality Control has reviewed the schematic design package and comments will be addressed this week. When the schematic design is complete it will be submitted for review then cost estimating will begin. The canopy columns have been reviewed and studied by eliminating the columns. It does not appear to be cost effective to remove the columns and could provide bird nesting opportunities. Reducing the number of column quantities does not appear to go well with the rest of the facility. It is recommended to keep the eight columns. Mr. Braun asked Mr. Hardin to submit the renderings of the three studies and Mr. Braun will submit them to the board for review.
- Engineer, Rod Senn stated one of the biggest issues is the water supply and fire protection. The on-site holding tank is not the ideal option, other options will be explored with the Stark County Fair Board. The rural fire department would like to have a fire hydrant and does not like the holding tank option due to freezing and if something breaks.
- Engineer Rod Senn also stated the TSA are exploring the option of going to a single screening process, which means passengers would take their carry on and checked luggage to a single walk-through screening process. Every passenger would have to wait until their checked baggage is screened.

VII. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. AIP 3-38-0013-053-2024 Outlay 1 – Expand Aircraft Rescue & Fire Fighting Building – Ph. 1 of 2 for Design

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-053-2024 Outlay 1 for reimbursement in the amount of \$53,047.62.” – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

B. NDAC AIP 53 Federal Reimbursement Requestion No. 1 – Expand Aircraft Rescue & Fire Fighting Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC Federal Reimbursement Request No. 1 for Reimbursement in the amount of \$3,192.95.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

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

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-052-2024 Outlay 3 – Terminal Building Design for Reimbursement in the amount of \$49,101.56.” – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

D. NDAC 2024-1 Federal Reimbursement Request No. 3 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC Federal Reimbursement Request No. 3 – Terminal Building Design for Reimbursement in the amount of \$2,727.86.” – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

E. NDAC 2024-7 Non-Federal Reimbursement Request No. 3 – Terminal Building Design

Discussion: No discussion.

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Motion: "I move to approve NDAC Federal Reimbursement Requestion No. 3 – Terminal Building Design for Reimbursement in the amount of \$50,371.92." – Shawn Soehren
Seconded: Markus Powell
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – October 2024
Discussion: Mr. Braun stated enplanements remain strong at 87% load factor for October.

B. Parking & Car Rental Reports – October 2024
Discussion: No discussion.

C. Old Business
Discussion: No discussion.

D. Other
Discussion: Civil Air Patrol Richard Mehrer stated the Civil Air Patrol has cleaned out and removed any items that belonged to the Civil Air Patrol in the building next to the beacon tower. Civil Air Patrol provided aerial photography for the recent fires. The Civil Air Patrol currently has twenty-three members including cadets and senior members.

VIII. **ADJOURNMENT**

1. Motion to Adjourn Airport Board Meeting – Bruce Burke
Seconded: Shawn Soehren
Motion Carried Unanimously – Meeting Adjourned at 4:39pm on November 12th, 2024.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____