

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 Architect	Todd Hardin
Mead & Hunt Architect	Michael Meehan
Mead & Hunt	Tom Klein
JE Dunn	James Kramer
JE Dunn	Matt Lange

Additions to the agenda: Additional Bills Payable in the amount of \$16,250.35
Western Edge Aviation General Aviation Report

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated November 12th, 2024.
2. Accounts Payable
3. Check Report
4. November 2024 Financial Statements
5. Runway Construction, Terminal Building Design, Terminal Apron, Access Road & Parking Lot Invoices.

Discussion: Commissioner Jon Frantsvog asked what the insurance bill was for. Mr. Braun stated the bill was for general liability including bodily injury and damage to property.

Motion: "I move to approve the consent agenda and additional bills payable." – Jon Frantsvog

Seconded: Bruce Burke
Motion carried Unanimously.

Markus Powell and Cory White joined the meeting at 4:02pm.

IV. MANAGER'S REPORT

- Airport Manager, Kelly Braun, stated Maintenance personnel Randy Fitterer and Mr. Braun will be traveling to Wyoming, Minnesota to perform a prebuy inspection of the ARFF (Aircraft Rescue & Firefighting) truck on December 18th thru December 20th.
- Airport Manager, Kelly Braun, reported the airports 139 Inspection was received from the FAA inspector three months after the inspection was performed. Airport Operations Supervisor, Kirk Ross, gave a list of items listed on the inspection including fuel hoses compliance, cracks in the apron, and painting. The majority of the items have been completed and there will be extensions filed with the FAA because some items cannot be completed in winter weather.
- The ARFF truck will be delivered the first week in January of 2025 and will be stored in bay one of the Snow Removal Equipment Building until the ARFF building is expanded.
- The trip & fall incident in March 2023 was settled and resolved through mediation.
- The airport closed from 9:30pm to 4:00am from the recent weather event.
- The airport is officially fully staffed. The maintenance/operations and the housekeeping/maintenance position were filled.
- Flights were full over the holiday however; the parking lot seems to be not as full.
- CMaR interviews have been completed.
- Terracon completed boring soil samples for the new terminal area. The terminal area seems too far from the highway and the natural grading advantage would be to move the terminal location closer to the highway . There will be more discussions in the future about the exact location of the new terminal.

V. ENGINEER'S REPORT

- Mead & Hunt Engineer, Rod Senn stated the biggest challenge with moving the location of the new terminal will be funding for the extended taxiways.
- There is no update on the water access for fire suppression of the terminal. Mr. Braun submitted an intent to connect water.
- Mr. Senn has met with the DOT to perform impact traffic studies.
- The cable tray for Runway 14/32 is expected to be shipped next week on Monday. Mr. Senn is working with the FAA to repurpose the remaining grant funds.
- A draft of the Airport Layout Plan Runway 14/32 aerial photography for Runway 14/32 is currently has been received and will be sent to the ADO and Airport for review.
- 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.
- A bathroom, decontamination room and dorm are not eligible for federal funding for the ARFF building expansion.

VI. ARCHITECT REPORT

- Mead & Hunt Architect, Michael Meehan reported schematic design report been completed. The design committee will be meeting to discuss the schematic design report. A cost estimate is due in a few weeks then details will be reviewed and discussed. Stakeholder meetings have been held regarding the stakeholder requirements and what needs are needed for equipment. Meetings with TSA will be held tomorrow.
- The Dickinson Rural Fire Department and the Fire Marshall are working together to determine what method they will be utilizing to calculate how much water is needed to have on hand for fire suppression.

VII. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. BIL 3-38-0013-052-2024 Outlay 4 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-052-2024 Outlay 4 – Terminal Building Design for Reimbursement in the amount of \$70,924.47.” – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

B. NDAC 2024-1 Federal Reimbursement Request No. 4 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-1 Federal Reimbursement Request No. 4 – Terminal Building Design for Reimbursement in the amount of \$3,940.25.” – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

C. NDAC 2024-7 Non-Federal Reimbursement Request No. 4 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-7 Federal Reimbursement Requestion No. 3 – Terminal Building Design for Reimbursement in the amount of \$72,759.44.” – Bruce Burke

Seconded: Jon Frantsvog
Motion Carried Unanimously

D. CMaR (Construction Manager At-Risk) Selection

Discussion: No discussion.

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

Motion: “I move to approve JE Dunn Construction as the designated CMaR for the preconstruction and construction of the new airport terminal project.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

E. 2025 Board Meeting Dates

Discussion: Airport Authority Commission Meeting Dates are the second Tuesday of each month at 4:00pm. *Exception: July 8th, 2025, Board Meeting moved to (Tuesday) July 15th, 2025 & November 11th to (Thursday) November 13th, 2025

January 14th, 2025

February 11th, 2025

March 11th, 2025

April 8th, 2025

May 13th, 2025

June 10th, 2025

July 15th, 2025

August 12th, 2025

September 9th, 2025

October 14th, 2025

November 13th, 2025 (Thursday)

December 9th, 2025

Motion: “I move to approve the 2025 Airport Authority Commission Meeting dates and time with the exception to July and November meeting.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

F. 2025 Election of Commissioners

Discussion: No discussion.

Motion: “I move to approve Chairman: Jeff Moore, Vice Chairman: Shawn Soehren, Secretary/Treasurer: Jon Frantsvog, Commissioner: Markus Powell, Commissioner: Bruce Burke as the Airport Board Authority for year 2025.” – Bruce Burke

Seconded: Markus Powell
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – November 2024

Discussion: Mr. Braun commented on Western Edge Aviation report that someone is interested in bringing a Pilatus PC-12 aircraft and would make a positive impact on the airport.

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

B. Parking & Car Rental Reports – November 2024

Discussion: No discussion.

C. Old Business

Discussion: No discussion.

D. Other

Discussion: No discussion.

VIII. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Jon Frantsvog
Seconded: Shawn Soehren
Motion Carried Unanimously – Meeting Adjourned at 4:51pm on December 10th, 2024.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____