

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:	Jon Frantsvog	Present
Commissioner:	Markus Powell	Not Present
Commissioner:	Bruce Burke	Present

Also, Present:

Airport Manager	Kelly Braun
Airport Administrative Officer	Laurie Kasian
Airport Operations Supervisor	Kirk Ross
City of Dickinson	Dr. Robert Baer
Stark County Commissioner	Cory White
Mead & Hunt Engineer	Rod Senn
Mead & Hunt	Jamieson Kath
Mead & Hunt Architect	Todd Hardin
Mead & Hunt Architect	Michael Meehan
Mead & Hunt	Todd Hardin
JE Dunn	James Kramer
Western Edge Aviation	Travis Chamness

Additions to the consent agenda: Additional Bills Payable in the amount of \$14,580.14.

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated December 10th, 2024.
2. Accounts Payable
3. Check Report
4. December 2024 Financial Statements
5. ARFF Vehicle, Terminal Building Design, Apron, Access Road & Parking Lot Invoices.

Discussion: No discussion.

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

Seconded: Jon Frantsvog
Motion carried Unanimously.

IV. MANAGER’S REPORT

- The Airport Manager, Kelly Braun, stated met with the senate appropriations sub-committee and spoke in favor of the NDAC (North Dakota Aeronautics Commission) budget. The NDAC budget includes \$120 million allocated to Dickinson, Grand Forks, and Fargo airport projects. All three of the airports were in attendance, along with NDAC Director, Kyle Wanner and City of Dickinson Mayor, Decker. The NDAC is conducting an economic impact study to get feedback from each of the commercial airports across the state. The Dickinson airport has splash page of the survey upon connecting to Wi-Fi in the terminal. Secretary/Treasurer, Jon Frantsvog suggested signage to be posted in the terminal promoting the survey. Mr. Braun stated posters will be made with a QR code for the survey. NDAC also performs a pavement condition survey. Currently, the pavement conditions in Dickinson are good but has a couple of areas by the General Aviation ramp and taxiway that may need attention in the future.
- The Fly-ND Conference will be held on March 2nd through March 4th in Fargo at the Delta Hotel. If any board members are interested in attending, Mr. Braun will make accommodation.
- The pre-buy inspection for the ARFF (Aircraft Rescue and Firefighting) truck was completed. There were a couple of dings on the paint and a small hydraulic leak. The items were fixed, and the truck was delivered two weeks ago. As a part of the agreement Rosenbauer will be sending a representative to train staff on the operations of the truck in February. The Dickinson Rural and City of Dickinson Fire Departments will be invited to the training.
- A drilling company drilled a 300-foot test well for the geothermal system for the new terminal. A company also performed a heat sink transfer study test which will determine the number of wells that will be needed to meet the demands of the new terminal. Mead & Hunt, Todd Hardin stated the company hit sandy soil with some water in it. The drilling of the test well cost was approximately \$14,000 and the cost to conduct the test was approximately \$4000.
- The total number of passenger enplanements for the year was just over 26,000. The total number of passengers coming through the terminal was 52,000. The new terminal could not come at a better time.

V. ENGINEER'S REPORT

- Mead & Hunt Engineer, Rod Senn reported Runway 14-32 NAVAID (Navigational Aids) cable tray has been delayed. The component did not meet FAA's criteria and was rejected.
- A draft of Runway 14/32 airport layout plan was sent to the Airport District Office in the beginning of January. The update to the AGIS (Airport Geographical Information System) is in process but is on hold until a new project can be opened then the data will be entered into the system.
- There is no update on the water access for fire suppression of the terminal. Mr. Braun submitted an intent to connect water.
- The ADO (Airport District Office) is preparing an amendment to the SRE (Snow Removal Equipment) grant due to the SRE being returned to Oshkosh after it was deemed unusable. The funds will be repurposed to the ARFF Building Expansion.
- Terminal Budget Concept has been completed; however, the grant cannot be closed yet because the funds are tied to the SRE project. Mr. Senn requested a final delivery statement of the SRE from Mr. Braun.
- Grant application for the ARFF Building Expansion is due at the end of April. The building will be just under three thousand square feet.

- New terminal: preliminary coordination has been started to set the floor elevation and the placement of the geothermal field. The traffic study has been started and is being coordinated with DOT (Department of Transportation). A preliminary draft of the traffic study will be presented at the February meeting.

VI. ARCHITECT REPORT

- Mead & Hunt Architect, Michael Meehan reported the design team is proceeding with design development and detailed coordination of materials and systems. The construction manager is fully on board and JE Dunn has been integrated into team meetings and bi-weekly owner meetings.
- The design team’s cost estimate is complete and will be discussed with the construction manager to determine the best way to keep things on budget. The budget number is close to the cost estimate so expensive systems like the fire tank, pump and pump house will be looked at closer. The cost of the generator mechanical equipment and construction materials will also be looked at to ensure costs and expenses are covered and to be efficient as possible.
- JE Dunn has designed a cost model to give opportunities for savings or trade-offs with the design committee.
- Mead & Hunt Architect, Todd Hardin stated FM200 Fire Suppression System discussions have been reopened with the fire protection engineer and he is looking into the FM200 Fire Suppression System in more detail.
- Mr. Hardin spoke with the well driller onsite for the test hole and stated there was mostly clay and sand with watery sand around the 270-foot mark.
- JE Dunn, James Kramer stated he and his team are getting more involved with the design, intent of the design and the site. JE Dunn is completing a cost estimate.
- Chairman Jeff Moore asked when construction will begin. Engineer Senn stated late summer with a completion date of year 2027 depending on funding sources and timing.

VII. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. AIP 3-38-0013-051-2023 Outlay 5 – Aircraft Rescue & Fire-Fighting Vehicle

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-051-2023 Outlay 5 – Aircraft Rescue & Fire-Fighting Vehicle for Reimbursement in the amount of \$778,999.51.” – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

B. BIL 3-38-0013-052-2024 Outlay 5 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-052-2024 Outlay 5 – Terminal Building Design for Reimbursement in the amount of \$39,281.24.” – Shawn Soehren
Seconded: Jon Frantsvog
Motion Carried Unanimously

C. NDAC 2024-2 Federal Reimbursement Request No. 2 – Aircraft Rescue & Fire-Fighting Vehicle

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-2 Federal Reimbursement Request No. 2 – Aircraft Rescue & Fire-Fighting Vehicle in the amount of \$43,277.75 .” – Bruce Burke
Seconded: Shawn Soehren
Motion Carried Unanimously

D. NDAC 2024-1 Federal Reimbursement Request No. 5 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-1 Federal Reimbursement Request No. 5 – Terminal Building Design for Reimbursement in the amount of \$2,182.29.” – Jon Frantsvog
Seconded: Bruce Burke
Motion Carried Unanimously

E. NDAC 2024-7 Non-Federal Reimbursement Request No. 5 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-7 Non-Federal Reimbursement Request No. 5 – Terminal Building Design for Reimbursement in the amount of \$40,297.54.” – Shawn Soehren
Seconded: Jon Frantsvog
Motion Carried Unanimously

F. NDAC 2024-6 Non-Federal Reimbursement Request No. 4 – Terminal Apron, Access Road & Parking Lot

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-6 Non-Federal Reimbursement Request No. 4 – Terminal Apron, Access Road & Parking Lot for Reimbursement in the amount of \$3,935.45 .” – Jon Frantsvog
Seconded: Bruce Burke
Motion Carried Unanimously

G. Step & Grade

Regular Meeting - Dickinson Municipal Airport Authority – January 14th, 2025

Discussion: Secretary/Treasurer Jon Frantsvog asked how the 3% COLA is determined. Mr. Braun stated the CPI (Consumer Price Index) calculator is utilized when the budget is established. Mr. Braun also checks with other airports in the region periodically.

Motion: "I move to approve the step and grade chart and approve the 3% increase for COLA for all employees effective January 13th, 2025." – Jon Frantsvog

Seconded: Shawn Soehren

2. ITEMS NOT REQUIRING BOARD ACTION

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

Discussion: Secretary/Treasurer Frantsvog asked where the Pilatus aircraft came from. Western Edge Aviation Travis Chamness stated the aircraft was purchased from Denmark. Western Edge Aviation is purchasing a Cherokee 140 and this will add a sixth aircraft into the fleet.

B. **Parking & Car Rental Reports – December 2024**

Discussion: Vice Chairman Shawn Soehren asked why the revenue with car rentals has decreased. Mr. Braun stated he was uncertain, and he would look into this.

C. **Old Business**

Discussion: No discussion.

D. **Other**

Discussion: Mr. Braun stated the TSA issued the final proclamation on Real ID. Real ID will go into effect in May 2025.

VIII. **ADJOURNMENT**

1. Motion to Adjourn Airport Board Meeting – Shawn Soehren

Seconded: Jon Frantsvog

Motion Carried Unanimously – Meeting Adjourned at 4:46pm on January 14th, 2025.

Regular Meeting - Dickinson Municipal Airport Authority – January 14th, 2025

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____