

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	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	Michael Meehan
JE Dunn	James Kramer
JE Dunn	Seth Larson
Western Edge Aviation	Travis Chamness

Additions to the consent agenda: Additional Bills Payable in the amount of \$171,768.13.

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated January 14th, 2025.
2. Accounts Payable
3. Check Report
4. January 2025 Financial Statements
5. ARFF Building, Terminal Building, Apron, Access Road & Parking Lot Design Invoices.

Discussion: Chairman Jeff Moore inquired about the MTI Distributing, Inc. bill. Airport Manager Kelly Braun stated the bill is for a groundsmaster mower with a ten-foot deck and broom. A Ventrac mower was also purchased.

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

Seconded: Shawn Soehren
Motion carried Unanimously.

IV. MANAGER'S REPORT

- The Airport Manager, Kelly Braun, stated he testified with the senate sub-committee regarding a debt relief

bill for hub cities to pay off debt that accumulated debt from the oil-boom. Senate bill 2006 which has NDAC budget included passed out of sub committee with one dissenting vote. The bill will go to the senate floor for approval.

- Mr. Braun attended the southwest night with the legislators, and everyone was supportive of the new terminal.

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. Mr. Senn followed up by sending an email to the three engineers working on the project and has not received a response yet. Mr. Senn is working with FAA (Federal Aviation Administration) to repurpose the funding for a different project.
- The revised ALP (Airport Layout Plan) has been submitted to the ADO (Airport District Office) and NDAC (North Dakota Aeronautics Commission) for approval. 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.
- Taxiway A is essentially complete, and closeout documents are in the process of being prepared.
- ADO is preparing an amendment to the SRE (Snow Removal Equipment) grant due to the SRE being returned to Oshkosh after it was deemed unusable.
- 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.
- ARFF (Aircraft Rescue Firefighting) Vehicle has been delivered, and training will commence in March after the Fly-ND conference.
- ARFF Building Expansion grant funding will be reduced due to ineligible spaces . A grant amendment is listed on the agenda.
- New terminal: Southwest Water stated they will have system improvements completed by the year 2026 which would allow two 2-inch taps on the line. One tap will be for fire protection systems and one for domestic use. A traffic impact study will be submitted to the NDDOT (North Dakota Department of Transportation) for review. Essentially the turning lane off Highway 22 will be the same as the one in place currently.
- ARFF building expansion: The architect is working on the layout plans then submitted to the ADO for review. Bid letting will be late March or early April.
- State grant applications are due April 9th and federal grant applications are due April 28th.

VI. ARCHITECT REPORT

- Mead & Hunt Architect, Michael Meehan gave an overview of previous terminal design progress meetings. The main focus of the previous meetings was on construction costs. Construction costs are coming in higher than the budget is. Mead & Hunt and JE Dunn are strategically working to reduce the costs. Airport Manager Braun stated by reducing the larger costs for the new terminal would dramatically change the look of the building including the roof line. There are no opportunities to reduce the footprint or physical size of the building due to the needs. Mr. Braun advised discussing with the city and county officials. The board

discussed cost-saving measures for the new terminal. Commissioner Markus Powell suggested presenting the renderings at the next board meeting.

- Mead & Hunt Engineer Rod Senn stated a draft contract with JE Dunn and the airport has not been submitted.

VII. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. AIP 3-38-0013-053-2024 Outlay 2 – Aircraft Rescue & Fire-Fighting Building

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-053-2024 Outlay 2 – to expand the Aircraft Rescue & Fire-Fighting Building for reimbursement in the amount of \$9,493.90.” – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

B. NDAC 2024-3 Federal Reimbursement Request No. 2 – Aircraft Rescue & Fire-Fighting Building

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-3 Federal Reimbursement Request No. 2 – Expand ARFF (Aircraft Rescue & Fire-Fighting Building) for reimbursement in the amount of \$527.44.” – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

C. BIL 3-38-0013-052-2024 Outlay 6 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-052-2024 Outlay 6 – Terminal Building Design for reimbursement in the amount of \$47,131.56.” – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

D. NDAC 2024-1 Federal Reimbursement Request No. 6 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-1 Federal Reimbursement Request No. 6 – Terminal Building Design for reimbursement in the amount of \$2,618.42.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

E. NDAC 2024-7 Non-Federal Reimbursement Request No. 6 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-7 Non-Federal Reimbursement Request No. 6 – Terminal Building Design for reimbursement in the amount of \$96,701.90.” – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

F. NDAC 2024-6 Non-Federal Reimbursement Request No. 5 – Terminal Apron, Access Road & Parking Lot

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-6 Non-Federal Reimbursement Request No. 5 – Terminal Apron, Access Road & Parking Lot for Reimbursement in the amount of \$19,677.22.” – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

G. AIP 3-38-0013-053-2024 Grant Amendment No. 1 – Aircraft Rescue & Fire-Fighting Building

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-053-2024 Grant Amendment No. 1 reduction in the amount of (\$8,112.00) for the expansion of the Aircraft Rescue & Fire Fighting Building and authorize the Airport Manager to execute associated documents.” – Markus Powell

Seconded: Jon Frantsvog

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – January 2025

Discussion: Airport Manager Kelly Braun stated last year enplanements were over 26,000 for the year which is a record year if you remove the oil boom years. Chairman Moore inquired about one of the inbound parking gates not working. Operations Supervisor Kirk Ross stated the issue is due to freezing weather and the heater was turned up to help with the problem. Mr. Braun stated Flash Parking is looking into making covers for the parking kiosks. Western Edge Aviation Travis Chamness stated Western Edge Aviation is in the preliminary stages of working with Southwest Area Career & Technical Education Academy and NDAC (North Dakota Aeronautics Commission) to offer aviation classes.

B. Parking & Car Rental Reports – January 2025

Discussion: No discussion.

C. Old Business

Regular Meeting - Dickinson Municipal Airport Authority – February 11th, 2025

Discussion: No discussion.

D. Other

Discussion: No discussion.

VIII. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Shawn Soehren
Seconded: Jon Frantsvog
Motion Carried Unanimously – Meeting Adjourned at 4:47pm on February 11th, 2025.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____