

## 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	Not 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 Architect	Michael Meehan
	Mead & Hunt Architect	Todd Hardin
	Mead & Hunt	Jamieson Kath
	JE Dunn	James Kramer
	JE Dunn	Matt Lange
	JE Dunn	Seth Larson
	JE Dunn	John Johnston

Remove Item 1I. JE Dunn Construction Manager Agreement under the Regular Agenda  
Additions to the consent agenda: Additional Bills Payable in the amount of \$38,443.95.

**III. Approval of the Consent Agenda**

1. Minutes of regular meeting dated February 11<sup>th</sup>, 2025.
2. Accounts Payable
3. Check Report
4. February 2025 Financial Statements
5. ARFF Vehicle Procurement, ARFF Building Expansion, Terminal Building Design

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 attended the Fly-ND Conference in Fargo. The state aeronautics brought to our attention engineer selection is due this year. Operations Supervisor Kirk Ross made a presentation at the Fly-ND Conference on through-the-fence access agreements and Hangar use. Mr. Braun had conversations with the Williston Airport Manager regarding potential service with Delta Airlines when the new terminal opens.
- Mr. Braun stated he provided testimony for Senate Bill 2323 – North Dakota Aeronautics Commissions budget at the senate and house appropriations committee which includes projects for Grand Forks, Fargo and Dickinson projects. Mr. Braun also provided testimony for Senate Bill 2006 – Impacted Hub cities that were affected by the oil-boom debt the communities are still paying for during that time.
- Mr. Braun and Chairman Jeff Moore had a terminal funding meeting with the city and county.
- Mr. Braun is scheduled to meet with Representative Mike Lefor to review funding and the status of the terminal project.

### V. ENGINEER'S REPORT

- Mead & Hunt Engineer, Rod Senn reported Runway 14-32 NAVAID (Navigational Aids) cable tray has been shipped to FAA technicians in Bismarck for inspection. The cable tray should be installed in late March which will start the closure of reimbursable agreements and repurpose the funding the remaining funding.
- The ALP (Airport Layout Plan) comments were received from the ADO (Airport District Office). Mead & Hunt will work through the comments and resubmit to the ADO.
- Taxiway A project is tied with the pavement rehab project. The project should be closed out soon.
- An amendment was received from the ADO for SRE (Snow Removal Equipment) to reduce the funding for the piece of equipment that was returned. The project will be closed.
- ARFF (Aircraft Rescue Firefighting) Vehicle has been delivered, after training is complete then the final documents will be sent for closeout.
- The ARFF Building Expansion will be advertised for bids and bid opening will be tentatively scheduled for April 15<sup>th</sup>.
- New Terminal Site Design: Mead & Hunt is working toward finalizing the traffic impact study after DOT comments were received. Mead & Hunt is working with JE Dunn on soil issues and establish building elevations.

### VI. ARCHITECT REPORT

- Mead & Hunt Architect, Michael Meehan gave an overview of terminal design budget. Mead & Hunt and JE Dunn are strategically working to reduce the costs by looking at the functionality and interior design of the building. The baggage handling system revision will save around \$250,000 from the previous estimate which reduces the number of powered conveyors and simplifies the layout for fewer turns. Mead & Hunt is working with the Geotech engineers to finalize their recommendations for the building location that will reduce some footing depths. Mead & Hunt is working with the Rural Fire Department on the requirements of the water tank size needed for the fire suppression system.
- The front of the building support columns was reviewed for cost savings. The cost-difference for structural

steel columns is more than without the columns. The board discussed their preferences and made a recommendation.

### VII. REGULAR AGENDA

#### 1. ITEMS REQUIRING BOARD ACTION

##### A. AIP 3-38-0013-051-2023 Outlay 6 – Aircraft Rescue & Fire-Fighting Vehicle

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-051-2023 Outlay 6 for reimbursement in the amount of \$73,639.74.” – Shawn Soehren

Seconded: Jon Frantsvog  
Motion Carried Unanimously

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

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-2 Federal Reimbursement Request No. 3 – ARFF Vehicle in the amount of \$4,091.10.” – Jon Frantsvog

Seconded: Shawn Soehren  
Motion Carried Unanimously

##### C. BIL 3-38-0013-053-2024 Outlay 3 – Aircraft Rescue & Fire-Fighting Building

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-053-2024 Outlay 3 – expand Aircraft Rescue & Fire-Fighting Building reimbursement in the amount of \$4,746.99.” – Jon Frantsvog

Seconded: Markus Powell  
Motion Carried Unanimously

##### D. NDAC 2024-3 Federal Reimbursement Request No. 3 – Expand ARFF Building (Design)

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-3 Federal Reimbursement Request No. 3 – Expand ARFF Building Design for reimbursement in the amount of \$263.72.” – Shawn Soehren

Seconded: Jon Frantsvog  
Motion Carried Unanimously

##### E. BIL 3-38-0013-052-2024 Outlay 7 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-052-2024 Outlay 7 – Terminal Building Design for reimbursement in the amount of \$115,745.79.” – Jon Frantsovog

Seconded: Markus Powell  
Motion Carried Unanimously

**F. NDAC 2024-1 Federal Reimbursement Request No. 7 – Terminal Building Design**

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-1 Federal Reimbursement Request No. 7 – Terminal Building Design for reimbursement in the amount of \$6,430.32.” – Shawn Soehren

Seconded: Jon Frantsovog  
Motion Carried Unanimously

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

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-7 Non-Federal reimbursement request No. 7 – Terminal building Design for reimbursement in the amount of \$118,740.38.” – Jon Frantsovog

Seconded: Markus Powell  
Motion Carried Unanimously

**H. SkyWest Airlines – Ground Lease**

Discussion: Airport Manager Braun explained the lease includes the terminal, ramp area, and a portion of the old maintenance shop and better defines the snow removal areas between the building and aircraft. The 2023 fee schedule was used to complete the lease and the airport’s attorney has reviewed the lease. The lease includes that SkyWest provides service until another air carrier is in place if they decide to discontinue service.

Motion: “I move to approve the SkyWest Airlines Inc. ground lease and authorize the Airport Chairman to execute the lease.” – Markus Powell

Seconded: Jon Frantsovog  
Motion Carried Unanimously

**2. ITEMS NOT REQUIRING BOARD ACTION**

**A. GA/Commercial Service Reports – February 2025**

Discussion: Mr. Braun stated Western Edge was unable to attend and Mr. Giese extended his condolences to the board in his absence.

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

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**B. Parking & Car Rental Reports – February 2025**

Discussion: No discussion.

**C. Old Business**

Discussion: No discussion.

**D. Other**

Discussion: Mr. Braun reported he had spoken with a tenant regarding the front concrete of T-Hangar. Redoing concrete would be an expensive project but would look into possibly mud-jacking the concrete in the spring. Chairman Moore asked if the state had a funding mechanism. Mr. Braun stated he would look into the funding mechanism.

**VIII. ADJOURNMENT**

1. Motion to Adjourn Airport Board Meeting – Shawn Soehren  
Seconded: Jon Frantsvog  
Motion Carried Unanimously – Meeting Adjourned at 5:02pm March 11<sup>th</sup>, 2025.

**OFFICIAL MINUTES PREPARED BY:**

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Laurie Kasian, Airport Administrative Officer

**APPROVED BY:**

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Municipal Airport Authority

Date: \_\_\_\_\_