

Regular Meeting - Dickinson Municipal Airport Authority – April 8th, 2025

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	
	City of Dickinson	Dr. Robert Baer	
	Stark County Commissioner	Cory White	
	Mead & Hunt Architect	Michael Meehan	
	JE Dunn	John Johnston	
	Western Edge Aviation	Travis Chamness	

Additions to the consent agenda: Additional Bills Payable in the amount of \$7,569.65.

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated March 11th, 2025.
2. Accounts Payable
3. Check Report
4. March 2025 Financial Statements
5. ARFF Building Expansion, Terminal Building Design & Runway 14-32 Invoices

Discussion: No discussion.

Motion: "I move to approve the consent agenda and additional bills payable." – Bruce Burke
Seconded: Shawn Soehren
Motion carried Unanimously.

IV. MANAGER'S REPORT

- Airport Manager, Kelly Braun attended the Stark County Commission meeting and provided an update on the design and funding process regarding the new terminal project. Mr. Braun received positive feedback. Mr. Braun will revisit with the county commission to keep them updated on funding for the terminal.
- Mr. Braun stated Mead & Hunt Engineer Rod Senn is not available for this meeting and Kelly would be providing the Engineer's Report. Runway 14/32 damaged cable tray has been installed by Bismarck ADO

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and the project is in process of being closed.

V. ENGINEER'S REPORT

VI. ARCHITECT REPORT

- Mead & Hunt Architect, Michael Meehan stated the architect and engineering team is wrapping up the design development phase documents for the new terminal. The Inflation Reduction Act tax rebate will assist in the cost of the geothermal mechanical system reducing the cost by 25%, which makes the cost competitive with mechanical and electrical systems. Mead & Hunt will be providing a design development document for presentation by the end of April. Commissioner Jon Frantsvog asked if the geothermal system would be a forced air arrangement. Mike Meehan stated the system will be a hybrid system that will provide in-floor radiant heat and cooling. The air handlers will provide circulation and destratification in the air. Chairman Jeff Moore asked if the cost is in line with the budget. Mr. Meehan stated there has been progress and Mead & Hunt will be working more closely with JE Dunn to ensure the cost is in line with the budget.
- JE Dunn Construction Manager, John Johnston explained he has been working with Mead & Hunt primarily on options and alternates from the original estimates. Once the design development documents have been completed by Mead & Hunt then JE Dunn will be reviewing those documents. JE Dunn has been working with Mead & Hunt regarding scheduling and timing of early design packages that include foundation structures and utility information to make progress before winter starts. If funding changes there would need to be an adjustment to the construction schedule.

VII. OREGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. AIP 3-38-0013-053-2024 Outlay 4 – Aircraft Rescue & Fire-Fighting Building

Discussion: No discussion.

Motion: "I move to approve AIP 3-38-0013-053-2023 Outlay 4 Expand Aircraft Rescue & Fire Fighting Building for reimbursement in the amount of \$16,658.05." – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

B. NDAC 2024-3 Federal Reimbursement Request No. 4 – Expand ARFF Building (Design)

Discussion: No discussion.

Motion: "I move to approve NDAC 2024-3 Federal Reimbursement Request No. 4 – Expand ARFF Building for reimbursement in the amount of \$925.45." – Markus Powell

Seconded: Shawn Soehren

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Motion Carried Unanimously

C. BIL 3-38-0013-052-2024 Outlay 8 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-052-2024 Outlay 8 – Terminal Building Design for reimbursement in the amount of \$51,588.34.” – Bruce Burke

Seconded: Jon Frantsvog
Motion Carried Unanimously

D. NDAC 2024-1 Federal Reimbursement Request No. 8 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-1 Federal Reimbursement Request No. 8 – Terminal Building Design for reimbursement in the amount of \$2,866.02.” – Shawn Soehren

Seconded: Jon Frantsvog
Motion Carried Unanimously

E. NDAC 2024-7 Non-Federal Reimbursement Request No. 8 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-7 Non-Federal Reimbursement Request No. 8 for reimbursement in the amount of \$52,923.04.” – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

F. 2024 Ratified Budget

Discussion: Mr. Braun explained this is an accounting housekeeping item. The cost center expenditure is adjusted to reflect the actual expenditure in the cost center. This does not change the budget.

Motion: “I move to approve the ratified budget for 2024 and authorize the Administrative Officer to make the changes in QuickBooks.” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

G. Excess Equipment

Discussion: Mr. Braun explained if the airport authority disposes excess inventory to the public then the item has to go through public surplus bidding process. The board authority can donate an excess inventory item to another municipality. Mr. Braun explained AFFF (Aqueous Film Forming Foam) was used in the Airwolf ARFF (Aircraft Rescue Firefighting) truck, this . The AFFF will need to be disclosed if auctioned to the public. The truck is intended to be used for aircraft firefighting. The

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cost is around \$25,000 to \$30,000 to sterilize the firetruck system to get rid of the AFFF and would exceed the value of the vehicle. Commissioner Frantsvog asked if it would be beneficial to have the vehicle go to another airport. Mr. Braun stated the receiving entity would have to sign an acknowledgement that this vehicle has AFFF on board and certified uses will only be for firefighting hydrocarbon chemical in emergency situations only. Mr. Braun stated he could have legal draft an acknowledgement. Chairman Moore recommended offering the truck to a local county rather than ship out of state. Commissioner Frantsvog recommended to have a full disclosure to the recipient showing good faith. A commercial airport cannot utilize the firetruck and can only be used at general aviation only airports. Mr. Braun stated he would reach out to surrounding counties and see if they would be interested in the Airwolf firetruck. Mr. Braun stated the 1992 International Municipal dump truck/snowplow, manual stick shift is not ideal for airport utilization.

Motion: "I move to approve the 1992 International Hiway Sander as excess equipment and allow the Sander to be auctioned or disposed of." – Shawn Soehren
Seconded: Bruce Burke
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

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

Discussion: Commissioner Bruce Burke inquired about commercial air service development. Mr. Braun stated he has a meeting with an airline development consultant to discuss future air service development for Dickinson.

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

Discussion: Mr. Braun discussed the funding challenge for a new parking lot with the terminal project. There is no funding available from the state or federal if the airport charges for parking. The parking lot could be eligible for funding if there is no charge for parking. Chairman Moore asked if the parking lot is included in the cost. Mr. Braun stated the parking lot is included in the cost of the local share. Stark County Commissioner Cory White asked if the parking lot is asphalt or concrete parking lot. Mr. Braun stated the plan is for a concrete parking lot, but a definite decision has not been made. Mr. White stated repairs for asphalt costs less than concrete. Commissioner Burke asked if there is a period that we can charge for parking after it is state or federally funded. Mr. Braun stated the period is twenty years. The board discussed the cost of the terminal and what costs are included with the terminal project.

C. **Old Business**

Discussion: No discussion.

D. **Other**

Discussion: Chairman Moore inquired about the CMAR (Construction Manager at Risk) contract that was removed from last month's meeting agenda. Mr. Braun stated the contract is currently not finished and will be on the agenda once the contract is completed and reviewed by the attorney.

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VIII. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Shawn Soehren
Seconded: Jon Frantsvog
Motion Carried Unanimously – Meeting Adjourned at 5:02pm April 8th, 2025.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____