

Regular Meeting - Dickinson Municipal Airport Authority – June 10th, 2025

Order of Business

I. CALL TO ORDER: Vice Chairman Shawn Soehren called the meeting to order at 4:00pm.

II. ROLL CALL	Chairman:	Jeff Moore	Absent
	Vice Chairman:	Shawn Soehren	Present
	Secretary/Treasurer:	Jon Frantsvog	Absent
	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 Engineer	Rod Senn
	Mead & Hunt	Jamison Kath
	Mead & Hunt Architect	Michael Meehan
	Mead & Hunt Architect	Todd Hardin
	JE Dunn	John Johnston
	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 \$5,220.33

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated May 13th, 2025.
2. Accounts Payable
3. Check Report
4. May 2025 Financial Statements
5. Runway, Terminal Building, Apron, Parking Lots & Access Road Design Invoices

Discussion: No discussion.

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

IV. MANAGER'S REPORT

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- Airport Manager Kelly Braun made a terminal presentation and requested funding for the new commercial terminal at the Billings, Stark and Dunn County Commission meetings. Billings County will be reviewing their budget and will get back to the airport on funding. Stark County discussed upcoming budgets and the ability to pay overtime. Dunn County recognized Dickinson Airport as being important to their community and the work force that travels in and out of their area. Dunn County was incredibly supportive of the new terminal project and made a decision to fund two million dollars for the project.
- Manager Braun gave an update on the terminal and the aircraft rescue firefighting (ARFF) building projects to the North Dakota Aeronautics Commission (NDAC) in Bismarck at their monthly meeting. Manager Braun gave thanks to NDAC Commissioners for the funding and support of the projects. NDAC had a record of grant awards given of around eighty-two million dollars to airports in North Dakota. The NDAC grant award for Dickinson Airport was twenty-five million and 4.2 million from a separate senate bill for a total of 29.2 million. The 4.2 million will be sent through the City of Dickinson and the city and airport attorneys are working on a memorandum of understanding between the city and airport. The 4.2 million funding will need to be spent by the end of the calendar year and can go back in time for the debt that has already occurred. The federal participation is around twelve million and that will fund terminal apron, apron connectors, highway 22 and access road into the terminal. The passenger boarding bridge may be separated from the terminal project budget because it may be eligible for separate federal grant funding in hopes it may reduce the financial pressure off the local share.
- Operations Supervisor, Kirk Ross stated operations are in full swing of mowing due to the rain. The airport participated in Touch-A-Truck with the new ARFF truck, sponsored by Infinity Real Estate Group. Mr. Ross will continue to seek opportunities for community involvement. Kirk Ross will be an evaluator for Minot Airport's upcoming live fire triennial exercise.

V. ENGINEER'S REPORT

- Mead & Hunt Engineer Rodd Senn stated Runway 14/32 navigational aid's replacement part should be shipped this week from Dallas to the FAA technical ops in Bismarck for installation.
- The Airport Layout Plan (ALP) comments are back from the FAA. The Airport District Office has closed out the old Automated Geographic Information System (AGIS) project and is in process of opening a new AGIS project in the next six months. The ARFF vehicle has radio issues. Rapid City Airport had the same issue and fixed the problem internally rather than going through M-B Companies. Rapid City Airport will supply the information so the radio issue can be resolved. ARFF building project will be advertised for bids again in August so that upcoming infrastructure grants can be utilized.
- New terminal: Southwest Water Authority has not provided a timeline for water hookups. Installation of water hookups are estimated in year 2026 or 2027 depending on the water system upgrades. Since funding is in place for the new terminal, Mead & Hunt will be working toward the goal to be ready for discretionary funding for the apron and access roads.

VI. ARCHITECT REPORT

- Mead & Hunt Architect, Michael Meehan stated the design team is focusing on creating construction documents for the terminal project. Stakeholder meetings have been held with TSA and the airline, future

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meetings will be held with the car rental companies to update them on the design status of their spaces in the new terminal and to get additional input on their needs for their spaces. A meeting was held with a consultant who specialized in the investment tax credit that may contribute to the geothermal field. The process was explained and what steps the airport will have to go through to receive the tax credit.

- Mead & Hunt continues to work on the water connections including the number of connections, the size and the meters needed. The electrical team is in agreement with the type of feed and the size of the connection that is needed. The team preferred a back fed system with a connection with two different points on the site with an automatic transfer with a switch where if there is an outage then the system will automatically switch to the other site. The next step is to determine the size of the generator. The dual feed system feed will help reduce the number of circuits that are on the generator and possibly save money on the generator. Vice Chairman Shawn Soehren asked if the dual back feed system has enough electricity to provide in an outage where a generator is still needed. Architect Meehan stated that the electrical engineer will present the analysis and evaluate the frequencies of outages to determine if it is acceptable and if the generator will be needed. Fiber optic company will be providing what their costs will be for fiber optics.
- Mead & Hunt Engineer Senn stated Manager Braun has a meeting July 29th with state and federal to discuss the capital improvement plan. The capital improvement plan update will be presented to the airport board at the regular July meeting.
- Commissioner Bruce Burke asked if all fiber optic companies were being considered because companies may have fiber optic lines in place. Architect Todd Hardin stated he would check and report back.

VII. CONSTRUCTION MANAGER REPORT

- JE Dunn, Seth Larson stated his group have been attending design team meetings and working with Mead and Hunt's design team.

VIII. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. BIL 3-38-0013-052-2024 Outlay 10 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-052-2024 Outlay 10 – Terminal Building Design for reimbursement in the amount of \$65,876.66.” – Markus Powell

Seconded: Bruce Burke
Motion Carried Unanimously

B. NDAC 2024-1 Federal Reimbursement Request No. 10 – Terminal Building Design

Discussion: No discussion.

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Motion: "I move to approve NDAC 2024-1 Federal Reimbursement Request No. 10 – Terminal Building Design in the amount of \$3,659.81." – Bruce Burke
Seconded: Markus Powell
Motion Carried Unanimously

C. NDAC 2024-7 Non-Federal Reimbursement Request No. 10 – Terminal Building Design

Discussion: No discussion.

Motion: "I move to approve NDAC 2024-7 Non-Federal Reimbursement Request No. 10 – Terminal Building Design for reimbursement in the amount of \$67,581.04." – Markus Powell
Seconded: Bruce Burke
Motion Carried Unanimously

D. JE Dunn CMAR (Construction Manager At-Risk) Agreement

Discussion: Commissioner Markus Powell asked if the airport attorney has reviewed the CMAR agreement. Manager Braun stated the agreement has been reviewed by the airport attorney.

Motion: "I move to approve the agreement with JE Dunn CMAR (Construction Manager At-Risk) Agreement and authorize the airport chairman to execute the agreement and associated documents." – Bruce Burke
Seconded: Markus Powell
Motion Carried Unanimously

ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – May 2025

Discussion: Western Edge Manager Travis Chamness reported there has been an increase in traffic for general aviation. Manager Chamness reviewed the general aviation report.

B. Parking & Car Rental Reports – May 2025

Discussion: No discussion.

C. Old Business

Discussion: No discussion.

D. Other

Discussion: Vice Chairman Soehren stated a law was passed effective in August where at public meetings have to have a spot for public comments on the meeting agenda. Manager Braun stated we will have a time designated at the end of the meeting for public comments and it would be beneficial for the airport board to adopt guidelines/policy for the public comment period. Manager Braun stated the airport has an Airport Operations Specialist position open and has tried to recruit locally but has not

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had qualified applicants. Manager Braun will be posting the position nationwide with American Association of Airport Executives. Airport Manager Braun gave thanks to Mead & Hunt, Tom Shauer, Rod Senn, NDAC, local representatives and others for the help and support in funding for the new terminal project. Vice President Soehren stated a groundbreaking ceremony should be planned.

VIII. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Bruce Burke
Seconded: Shawn Soehren
Motion Carried Unanimously – Meeting Adjourned at 4:36pm June 10th, 2025.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____