

# Regular Meeting - Dickinson Municipal Airport Authority – May 13th, 2025

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## 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	Absent
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 Architect	Michael Meehan
Mead & Hunt Architect	Todd Hardin
Mead & Hunt	Tom Schauer
JE Dunn	James Kramer
JE Dunn	Seth Larson
JE Dunn	Matt Lange
Western Edge Aviation	Pat Giese

Additions to the consent agenda: Additional Bills Payable in the amount of \$7,514.43.

Changes to the agenda: Item 1I. JE Dunn CMAR (Construction Manager At-Risk) Agreement removed.

### **III. Approval of the Consent Agenda**

1. Minutes of regular meeting dated April 8<sup>th</sup>, 2025.
2. Accounts Payable
3. Check Report
4. April 2025 Financial Statements
5. ARFF Building Expansion, Terminal Building Apron, Parking Lots & Access Road Design Invoices

Discussion: Chairman Jeff Moore inquired about the Gatekeeper bill. Airport Manager Kelly Braun stated the bill is an annual fee for software that tracks Part 139 inspections, work orders and equipment inspections.

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

Seconded: Bruce Burke

Motion carried Unanimously.

#### **IV. MANAGER'S REPORT**

- Mead & Hunt Tom Schauer explained funding for the new terminal project and timeline. Upcoming meetings will be held, and more information will be provided as the information is received.
- Airport Manager Braun invited board members to the State of the City on May 15<sup>th</sup> at 11:30am at the Career & Technical Education Academy.
- Airport Manager, Kelly Braun had two federal inspectors perform inspections at the airport this week. An inspector from the Food and Drug Administration (FDA) and one from U.S. Department of Agriculture (USDA). There were no findings on the inspections.
- Airport Operations Supervisor, Kirk Ross has been giving airport tours to students for career options. Mowing operations have started. Operations have been working on relocating the water tank for the Aircraft Rescue and Firefighting truck for access to water refills on the truck. Operations have been utilizing water hydrants in Dickinson until the water tank can be moved.

#### **V. ENGINEER'S REPORT**

- Mead & Hunt Engineer stated Runway 14/32 navigational aids cable tray was replaced by the FAA in April. FAA indicated they have reached out to the person who is in charge of the reimbursable account to process closeout.
- The old Automated Geographic Information System (AGIS) was shut down so a new AGIS project can be started. Taxiway A project is in the process of closing out. The Aircraft Rescue and Firefighting (ARFF) vehicle grant is officially closed.
- New terminal apron and parking lot: The impact study will be closed out after items are submitted then the design will be finalized. Utilities for the new terminal were discussed including electricity and water.

#### **VI. ARCHITECT REPORT**

- Mead & Hunt Architect, Michael Meehan stated the design team is proceeding with construction documents. Upcoming meetings will be scheduled with TSA, airlines and rental car companies to coordinate the design of their spaces in the new terminal. Continued coordination with water and electrical utilities to ensure the building will accommodate the connections that are available. The plan with JE Dunn is to issue the whole building as a single bid package. A tax financial consultant would be able to assist in the rebate for the geothermal field incentive if the airport chooses to pursue.

#### **VII. CONSTRUCTION MANAGER REPORT**

- JE Dunn, Seth Larson stated he is trying to find out if the electric company will be utilizing two feeds. When it is determined whether the electric company will be providing two feeds or not, this will determine the size of generator for the new terminal.

#### **VIII. REGULAR AGENDA**

## 1. ITEMS REQUIRING BOARD ACTION

### A. AIP 3-38-0013-053-2024 Outlay 5 – Aircraft Rescue & Fire-Fighting Building

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-053-2023 Outlay 5 Expand Aircraft Rescue & Fire Fighting Building for reimbursement in the amount of \$2,994.25.” – Bruce Burke

Seconded: Shawn Soehren  
Motion Carried Unanimously

### B. NDAC 2024-3 Federal Reimbursement Request No. 5 – Expand ARFF Building (Design)

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-3 Federal Reimbursement Request No. 5 – Expand ARFF Building for reimbursement in the amount of \$166.35.” – Jon Frantsvog

Seconded: Bruce Burke  
Motion Carried Unanimously

### C. BIL 3-38-0013-052-2024 Outlay 9 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-052-2024 Outlay 9 – Terminal Building Design for reimbursement in the amount of \$63,019.00.” – Shawn Soehren

Seconded: Jon Frantsvog  
Motion Carried Unanimously

### D. NDAC 2024-1 Federal Reimbursement Request No. 9 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-1 Federal Reimbursement Request No. 9 – Terminal Building Design for reimbursement in the amount of \$3,501.06.” – Bruce Burke

Seconded: Shawn Soehren  
Motion Carried Unanimously

### E. NDAC 2024-7 Non-Federal Reimbursement Request No. 9 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-7 Non-Federal Reimbursement Request No. 9 – Terminal Building Design for reimbursement in the amount of \$64,649.43.” – Jon Frantsvog

Seconded: Bruce Burke

Motion Carried Unanimously

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

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-6 Non-Federal Reimbursement Request No. 6 – Terminal Apron, Access Road & Parking Lot for reimbursement in the amount of \$7,870.89.” – Shawn Soehren

Seconded: Bruce Burke  
Motion Carried Unanimously

**G. ARFF Building Expansion Bid**

Discussion: Secretary/Treasurer Frantsvog asked for an explanation of why we are rejecting bids. Mead & Hunt Engineer Senn stated two general, and two electrical bids were received. Good faith efforts were not followed for Disadvantage Business Enterprise (DBE). After following up with the companies for good faith efforts, neither company provided documentation of good faith efforts. Bids should be rejected due to being un-responsive to the DBE requirement. Mr. Senn explained the airport has an option to ask for an extension by June and have access to 50% funding reimbursement or choose to fund the project locally or wait on the project. Contractors have seven days to response to the airport’s rejection letters.

Motion: “I move to reject all bids for the ARFF Building Expansion due to non-responsive bids.” – Jon Frantsvog

Seconded: Bruce Burke  
No call for the vote. Motion not carried.

Amended Motion: “I move to **return** all bids for the ARFF Building Expansion due to non-responsive bids.” – Bruce Burke

Seconded: Jon Frantsvog  
Motion Carried Unanimously

**H. Excess Equipment – International Airwolf**

Discussion: Airport Manager Braun stated Dunn County was receptive to the donation of the ARFF vehicle.

Motion: “I move to approve the 2006 International Airwolf as excess equipment and donate to Dunn County of North Dakota.” – Jon Frantsvog

Seconded: Shawn Soehren  
Motion Carried Unanimously

**ITEMS NOT REQUIRING BOARD ACTION**

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

Discussion: Secretary/Treasurer Frantsvog inquired about why enplanements were down monthly and annually. Airport Manager Braun stated he was uncertain. Chairman Moore stated oil is taking a

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slight downturn and enplanements could be following the national trend of reduced travel. Mr. Braun stated there were no cancellations for the month of April. Western Edge, Pat Giese stated he is working with Mike McHugh with State Aeronautics and Southwest Area CTE Academy to get a pilot education program in place. The first step is to get a survey out to parents, freshmen and sophomore students to gauge the interest in a pilot program and incorporate aircraft maintenance. Mr. Giese asked if an automated external defibrillator (AED) was available to install at the fixed based operator (FBO). Operations Supervisor Ross stated he would follow up with contacting Sherry Adams with Southwest District Health Unit.

### **B. Parking & Car Rental Reports – April 2025**

Discussion: Vice Chairman Shawn Soehren inquired about car rental companies. Airport Manager Braun stated Enterprise was having some difficulty with filling the local manager position.

### **C. Old Business**

Discussion: No discussion.

### **D. Other**

Discussion: Airport Manager Braun stated Real ID went into effect May 7<sup>th</sup>, 2025. There have not been any issues locally. New baggage screening and scanner equipment was installed at the screening checkpoint. The location causes issues and adjustments may be needed.

## **VIII. ADJOURNMENT**

1. Motion to Adjourn Airport Board Meeting – Bruce Burke  
Seconded: Jon Frantsvog  
Motion Carried Unanimously – Meeting Adjourned at 5:14pm May 13<sup>th</sup>, 2025.

### **OFFICIAL MINUTES PREPARED BY:**

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Laurie Kasian, Airport Administrative Officer

### **APPROVED BY:**

\_\_\_\_\_  
Municipal Airport Authority

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