

# Regular Meeting - Dickinson Municipal Airport Authority – July 15th, 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	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	Jamison Kath
Mead & Hunt Architect	Michael Meehan
Mead & Hunt Architect	Todd Hardin
JE Dunn	John Johnston
Western Edge Aviation	Pat Giese
Western Edge Aviation	Travis Chamness

Additions to the consent agenda: Additional Bills Payable in the amount of \$278.62 and ND Enplanement Report.

**III. Approval of the Consent Agenda**

1. Minutes of regular meeting dated June 10<sup>th</sup>, 2025
2. Accounts Payable
3. Check Report
4. June 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." – Bruce Burke

Seconded: Shawn Soehren

Motion carried Unanimously.

**IV. MANAGER'S REPORT**

- Airport Manager Kelly Braun reported Vice President JP Vance flew into the airport on July 4<sup>th</sup>. Vice President Vance and family visited the Theodore Roosevelt National Park and the Presidential Library. The

visit was very well organized. Two 737-700 aircraft arrived and were parked on the taxiway due to the weight of the aircraft. Senator Hoeven welcomed the Vice President Vance when he arrived. A press conference was conducted with Vice President Vance and Senator Hoeven regarding the “Big Beautiful Bill.” Airport Operations Supervisor Kirk Ross stated he received a compliment stating Dickinson Airport was the nicest, easiest, and most accommodating airport into which they have flown. Mr. Braun gave thanks to the Western Edge, Airport Operations and all that assisted in the Vice President Vance visit to the Dickinson Airport.

- Airport Manager Braun made a terminal presentation to Stark County Development Corporation Board by keeping them updated on the terminal project.
- Stark County Commissioner Cory White stated the county had a special budgeting meeting. Mr. White stated he was uncertain that the county would be able to contribute four million to the terminal project in a lump sum or overtime by the end of the completion of the project. The county will be discussing options of funding strategy in future meetings. There has been some push back because of the 3% tax levy. There are also others that have asked for funding of projects. Mr. Braun asked where the airport would be in a priority level of funding. Mr. White stated that the county would like to fund all the projects and there were no upcoming projects from the road department. The county IT department’s equipment needs to be updated. Mr. White inquired about the utilization of federal funding for the parking lot. Mr. Braun stated if you utilize federal funds for the parking lot then you cannot charge for parking. Mr. White encouraged everyone to watch the stark county meeting online that discussed the county budget regarding the airport. Mr. Braun stated that the funding could be a split between two budget cycles and that if he needed to attend a stark county meeting to discuss options, he would be available for those discussions. Mr. White stated he could get Mr. Braun on the agenda for the next Stark County meeting. Mead & Hunt Engineer Rod Senn stated the projected cost for the new airport terminal parking lot is around four million dollars. The access road to the parking lot is eligible for federal funds and the airport will pursue federal funding for the access road. Mr. Braun stated the airport’s budget will be presented at the next airport board meeting and if approved presented to the city, incorporated and approved by the city commission.
- The City of Dickinson attorney and the airport attorney are working on a mutual agreement of understanding for the 4.2 million debt relief funding and will be presented at the next regular board meeting. The debt relief funding will be paid out over a twenty-four-month period. Mr. Braun has not heard from Billings County about funding the new terminal. Dunn County has contributed two million and has been received.

### **V. ENGINEER’S REPORT**

- Mead & Hunt Engineer Rod Senn stated the cable tray for Runway 14/32 was sent to the Federal Aviation Administration (FAA) in Oklahoma City, OK. Mr. Senn asked if acceptance from FAA had been received. Mr. Braun stated he has not received acceptance and would follow up with FAA.
- There are three reimbursable agreements that are being worked on to be closed out. Repurposing funds will be discussed at an upcoming meeting with the North Dakota Aeronautics Commission.
- The new Automated Geographic Information System (AGIS) is now online. The closing out of the project will be in the next six months. The ARFF Building Expansion project will be rebid this fall and a funding

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discussion with FAA will be held.

- New terminal: Mr. Senn stated he received verbal confirmation from the Southwest Water Authority for water service but has not received written confirmation.

## VI. ARCHITECT REPORT

- Mead & Hunt Architect, Michael Meehan stated a verbal confirmation from the fire marshal is going to consider our power service to be reliable but still needs confirmation from the fire chief. The project will not require a generator, which is good news for the budget and the scope of the project. The power service will come from two substations with an automatic transfer switch. If one substation goes down then power will automatically transfer from the other substation. The likelihood of both substations going down is exceptionally low based on past records.
- The design team is in the process of preparing final construction documents and specifications. The design team is planning to produce 90% of completion of documents and will be presented at the next terminal meeting. Mr. Meehan is anticipating delivery of 100% of construction documents on August 8<sup>th</sup> to JE Dunn. A quality control review will be performed prior to submitting construction documents to JE Dunn.
- Mr. Meehan stated he will be scheduling stakeholder meetings to discuss spaces one more time.
- Mr. Braun stated he has received positive feed and shared enthusiasm for the new terminal project and gave thanks. Mr. Meehan stated it is going to be a great facility and is excited for the airport.

## VII. CONSTRUCTION MANAGER REPORT

- JE Dunn, John Johnston stated his group have been working with Mead & Hunt. Once the construction documents are received then the bidding documents will be completed and setting a bid day for the new terminal project. Mr. Braun asked if there looks like any trouble areas moving forward. Mr. Johnston stated the bidding market seems relatively stable and steady however that could change with new tariff rules. Mr. Johnston would like to see a guaranteed maximum proposal by the end of September with a scheduled construction start date of April 2026.

## VIII. REGULAR AGENDA

### 1. ITEMS REQUIRING BOARD ACTION

#### A. BIL 3-38-0013-052-2024 Outlay 11 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-052-2024 Outlay 11 – Terminal Building Design for reimbursement in the amount of \$72,468.93.” – Jon Frantsvog

Seconded: Markus Powell  
Motion Carried Unanimously

#### B. NDAC 2024-1 Federal Reimbursement Request No. 11 – Terminal Building Design

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Discussion: No discussion.

Motion: “I move to approve NDAC 2024-1 Federal Reimbursement Request No. 11 – Terminal Building Design in the amount of \$4,026.05.” – Shawn Soehren

Seconded: Bruce Burke  
Motion Carried Unanimously

### **C. NDAC 2024-7 Non-Federal Reimbursement Request No. 11 – Terminal Building Design**

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-7 Non-Federal Reimbursement Request No. 11 – Terminal Building Design for reimbursement in the amount of \$74,343.86.” – Bruce Burke

Seconded: Jon Frantsvog  
Motion Carried Unanimously

### **D. NDAC 2024-6 Non-Federal Reimbursement Request No. 7 – Terminal Apron, Access Road & Parking Lot**

Discussion: No discussion.

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

Seconded: Bruce Burke  
Motion Carried Unanimously

### **E. Public Comment Policy**

Discussion: Commissioner Frantsvog questioned if the ND Century Code applies to the airport. Mr. Braun stated he would consult with the airport’s attorneys and bring more information to the next meeting.

No action was taken. Item tabled.

## **ITEMS NOT REQUIRING BOARD ACTION**

### **A. GA/Commercial Service Reports – June 2025**

Discussion: Western Edge Manager Travis Chamness reviewed the general aviation report. Fuel sales are good. Another pilot was interviewed for a pilot position. Western Edge will be hosting a Fly-in/Pancake breakfast on September 13<sup>th</sup>. The event is still in the planning stages. Mr. Braun stated there have been cancellations and delays due to weather-related matters which are reflected in the enplanement numbers. The parking lot is not as full as it normally is. The flight schedule is not ideal for connecting flights out of Denver with a 5:30pm departure from Dickinson.

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

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Discussion: No discussion.

**C. Old Business**

Discussion: No discussion.

**D. Other**

Discussion: No discussion.

### **VIII. ADJOURNMENT**

1. Motion to Adjourn Airport Board Meeting – Bruce Burke  
Seconded: Jon Frantsvog  
Motion Carried Unanimously – Meeting Adjourned at 5:10pm July 15<sup>th</sup>, 2025.

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

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Laurie Kasian, Airport Administrative Officer

#### **APPROVED BY:**

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

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