

Regular Meeting - Dickinson Municipal Airport Authority – October 14th, 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 Mayor	Scott Decker
	Stark County Commissioner	Cory White
	Mead & Hunt Engineer	Rod Senn
	Mead & Hunt Engineer	Jamison Kath
	Mead & Hunt	Jon Scraper
	Mead & Hunt Architect	Michael Meehan
	Mead & Hunt Architect	Todd Hardin
	Mead & Hunt	Tom Schauer
	KLJ	Nels Lund
	KLJ	Shane Steiner
	KLJ	Garlet Hocke
	JE Dunn	John Johnston
	JE Dunn	Marc Mellmer
	JE Dunn	Seth Larson
	Western Edge Aviation	Pat Giese

Additions to the agenda: Additional Bills Payable in the amount of \$937.50.

Statewide passenger reports.

Changes to the agenda: Move Items Requiring Board Action 1D. Request for Qualification Review & Airport Engineer Consultant Selection to after the Consent Agenda

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated September 9th, 2025.
2. Accounts Payable
3. Check Report
4. September 2025 Financial Statements
5. Terminal Building, Apron, Parking Lots & Access Road Design Invoices

Regular Meeting - Dickinson Municipal Airport Authority – October 14th, 2025

Discussion: No discussion.

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

Seconded: Jon Frantsvog

Motion Carried Unanimously.

D. Request for Qualifications Review & Airport Engineer Consultant Selection

Discussion: KLJ and Mead & Hunt made presentations for Airport Engineering Consultant Services. Airport Manager Braun thanked each of the companies for their time, efforts, and good presentations.

Motion: "I move to approve Mead & Hunt as the Airport's Engineering and Architectural Consultant Services for a five-year term." – Markus Powell

Seconded: Bruce Burke

Motion Carried Unanimously

IV. MANAGER'S REPORT

- Airport Manager Kelly Braun presented the airport's budget to the city commission, and it was approved by the city commission. The City of Dickinson Commission has been supportive of the airport.
- Government funding of essential air service: Mr. Braun received notice from the Department of Transportation that funding for the essential air service program was going to run out on October 12th and would relieve the airlines of their contractual obligations. Another notice was received that additional funding was found to keep that would keep the essential air service program running through November 2nd. Mr. Braun will update as more information becomes available.

V. ENGINEER'S REPORT

- Mead & Hunt Engineer Rod Senn explained Airports Geographic Information Systems (aerial photography) was accepted by the Federal Aviation Administration and the final survey data and report will be submitted.
- ARFF Building Expansion: advertising for bids will be in November for a bid opening at the end of the year.
- New Terminal: The final traffic impact study has been completed. JE Dunn is moving forward with bids including access roads, aprons, and various stages of design.

VI. ARCHITECT REPORT

- Mead & Hunt Architect Michael Meehan stated the main focus is moving over to the work that JE Dunn is performing with sorting bids and working with subcontractors. Mead & Hunt has been assisting bidders and issuing addendums to the bidding documents to assist with questions that came from bidders.

VII. CONSTRUCTION MANAGER REPORT

- JE Dunn, John Johnston stated bids for the new terminal construction were received October 7th. JE Dunn is working through the bids with trade partners and is around 50% completed with the review of the bids.

Regular Meeting - Dickinson Municipal Airport Authority – October 14th, 2025

There were good bidding participation and competition. Mr. Johnston looks forward to getting the proposal completed and forecasts coming in within budget.

VIII. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. NDAC 2025-1 Non-Federal Reimbursement Request No. 1 – New Commercial Terminal Construction

Discussion: No discussion.

Motion: “I move to approve NDAC 2025-1 Non-Federal Reimbursement Request No. 1 – New Commercial Terminal Construction for reimbursement in the amount of \$1,343,007.00.” – Markus Powell,

Seconded: Jon Frantsvog
Motion Carried Unanimously

B. NDAC 2024-7 Non-Federal Federal Reimbursement Request No. 14 – Final – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-7 Federal Reimbursement Request No. 14 – Final – Terminal Building Design in the amount of \$20,950.59.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

C. NDAC 2024-6 Non-Federal Reimbursement Request No. 10 – Terminal Apron, Access Road & Parking Lot Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-6 Non-Federal Reimbursement Request No. 10 – Terminal Apron, Access Road & Parking Lot Design for reimbursement in the amount of \$19,677.22.” – Markus Powell

Seconded: Bruce Burke
Motion Carried Unanimously

E. Airport Manager Evaluations & Personnel Action Form

Discussion: Airport Manager Braun stated this is the follow-up to the annual review. Chairman Jeff Moore stated the final ratings have been combined from the reviews and based on the rating a 3% performance increase is proposed. Mr. Braun stated based on the score he would have to have a rating above four for two consecutive years to be eligible for a performance increase.

Regular Meeting - Dickinson Municipal Airport Authority – October 14th, 2025

Motion: "I move to approve the Airport Manager's Personnel Action Form." – Bruce Burke
Seconded: Markus Powell

5:24PM Markus Powell left the meeting.

2. **ITEMS NOT REQUIRING BOARD ACTION**

A. GA/Commercial Service Reports – September 2025

Discussion: No discussion.

B. Parking & Car Rental Reports – September 2025

Discussion: No discussion.

C. Old Business

Discussion: No discussion.

D. Other

Discussion: No discussion.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Shawn Soehren

Seconded: Jon Frantsvog

Motion Carried Unanimously – Meeting Adjourned at 5:25pm October 14th, 2025.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____