

Regular Meeting - Dickinson Municipal Airport Authority – September 9th, 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	Absent
	Commissioner:	Bruce Burke	Present

Also, Present:	Airport Manager	Kelly Braun
	Airport Administrative Officer	Laurie Kasian
	City of Dickinson Commissioner	Dr. Robert Baer
	Mead & Hunt Engineer	Rod Senn
	Mead & Hunt Engineer	Jamison Kath
	Mead & Hunt Architect	Michael Meehan
	Mead & Hunt Architect	Todd Hardin
	JE Dunn	John Johnston
	JE Dunn	Seth Larson
Western Edge Aviation	Pat Giese	

Additions to the consent agenda: Additional Bills Payable in the amount of \$2,757.15

III. Approval of the Consent Agenda

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

Discussion: No discussion.

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

Seconded: Bruce Burke

Motion Carried Unanimously.

IV. MANAGER'S REPORT

- Airport Manager Kelly Braun reported the Powder River Training Complex is proposing to be open thirty days per year for training purposes. When the complex is open it restricts the airspace of other aircraft, making them have to fly around the air space. There is an environmental assessment being performed on

the proposal. A letter has been drafted to the Airforce to specifically study the economic impact potentially when the air space is shut down. If the proposal gets approved it may potentially add 40 minutes to the flight time between Dickinson and Denver. The North Dakota State Aeronautics and airlines have been notified. Mr. Braun stated he would inform the airport board once he receives more information.

- Airport Manager Braun and Western Edge Aviation Owner Pat Giese had a preliminary planning meeting for the grand opening of the Theodore Roosevelt Presidential Library. A plan will be constructed of how to handle aircraft and potential impacts of VIP visitors. SkyWest may be able to schedule charter flights or increase scheduled service.
- Airport Manager Braun stated Stark County has allocated two million for year 2026 and two million for year 2027. There was discussion about allocating the full four million in 2026, but Stark County Commissioners are proceeding cautiously since they were uncertain how the property tax cap will affect the county's budget. Mr. Braun expects to hear from Billings County Commission about terminal funding after budget season.

V. ENGINEER'S REPORT

- Mead & Hunt Engineer Rod Senn explained one of the three reimbursable agreements were closed out. The remaining funds received from the North Dakota Aeronautics Commission will be repurposed for the Aircraft Rescue & Firefighting (ARFF) Building Expansion or the Terminal project. The second reimbursable funds will be transferred to another reimbursable agreement for the communication services on Navigational Aid (NAVAID). The third reimbursable agreement is in process of closeout.
- The radio on the MB Snow Removal Equipment is in process of being fixed and then the project will be closed.
- New terminal: Southwest Water Authority confirmed there will be two water services available one for the terminal and one for fire suppression. The traffic study will be submitted to the Department of Transportation.
- Airport Manager Braun stated Roughrider Electric will be bringing a new service line from the Schefield substation with an automatic transfer switch, for redundant service. If the main feed goes out, the power will automatically come from the Schefield substation. The cost of the new service line is \$1.3 million dollars and funds will be allocated from a state grant. Manager Braun made an inquiry with Roughrider Electric to recoup costs if someone else utilizes the electric line and will inform when he receives a response.

VI. ARCHITECT REPORT

- Mead & Hunt Architect Michael Meehan stated the construction documents for the terminal have been completed and have been shared with the airport and JE Dunn. Mead and Hunt are facilitating documents to trade partners to get subcontractor bids for the project.
- Mead & Hunt Architect Todd Hardin stated there is pre-bid meeting planned with JE Dunn for September 23rd.

VII. CONSTRUCTION MANAGER REPORT

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- JE Dunn, John Johnston stated after the facilitating documents are received from Mead & Hunt and adjusting the project schedule the pre-bid virtual meeting will be on September 23rd. Advertising for bids will be posted on September 16th with a bid due date of October 7th. The JE Dunn guaranteed maximum price proposal will be ready around October 28th time-period and be presented at the November 13th airport board meeting. The construction start date is scheduled for April 27th, 2026, with a completion date of July 30th, 2027. Preconstruction conference will commence around three weeks prior to the construction start date.
- JE Dunn, Seth Larson requested subcontractor names for potential bids.

VIII. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. BIL 3-38-0013-052-2024 Outlay 13 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve BIL 3-38-0013-052-2024 Outlay 13 – Terminal Building Design for reimbursement in the amount of \$94,120.44 .” – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

B. NDAC 2024-1 Federal Reimbursement Request No. 13 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-1 Federal Reimbursement Request No. 13 – Terminal Building Design in the amount of \$5,228.91.” – Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously

C. NDAC 2024-7 Non-Federal Reimbursement Request No. 13 – Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-7 Non-Federal Reimbursement Request No. 13 – Terminal Building Design for reimbursement in the amount of \$138,718.17.” – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

D. NDAC 2024-6 Non-Federal Reimbursement Request No. 9 – Terminal Apron, Access Road & Parking Lot

Discussion: No discussion.

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Motion: "I move to approve NDAC 2024-6 Non-Federal Reimbursement Request No.9 – Terminal Apron, Access Road & Parking Lot for reimbursement in the amount of \$9,838.61." – Jon Franstvog
Seconded: Shawn Soehren
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

- A. GA/Commercial Service Reports – August 2025**
Discussion: Airport Manager Braun stated enplanements are slightly down due to the weather and air traffic control. Denver airport construction-related impacts should be relieved by the end of this month. Chairman Jeff Moore asked if the airline was planning to change their schedule. Manager Braun stated he would follow up with SkyWest Airlines on the schedule when he talks to them about increasing the flight schedule next year for the grand opening of the presidential library. Western Edge Aviation, Pat Giese stated general aviation has increased due to the presidential library and Killdeer horse sales. Planes on the Prairie Fly-In will be held September 13th from 8:30am to 12:30pm with a free pancake breakfast.
- B. Parking & Car Rental Reports – August 2025**
Discussion: Airport Manager Braun stated the parking and car rental revenue are a direct reflection of the passenger enplanements.
- C. Airport Manager Annual Evaluation**
Discussion: Airport Manager Braun changed the format of the evaluation form and added his comments to the form. The evaluation form has been sent out to all the board members. Chairman Moore and Manager Braun will discuss the evaluations a week before the next board meeting after the evaluations have been received. Evaluations should be returned by October 8th.
- D. Old Business**
Discussion: No discussion.
- E. Other**
Discussion: No discussion.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Bruce Burke
Seconded: Shawn Soehren
Motion Carried Unanimously – Meeting Adjourned at 4:42pm September 9th, 2025.

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OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____