

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

---

## Order of Business

**I. CALL TO ORDER:** Chairman Jeff Moore called the meeting to order at 4:00pm.

<b>II. ROLL CALL</b>	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	
	Stark County Commissioner	Cory White	
	Mead & Hunt Engineer	Rod Senn	
	Mead & Hunt Engineer	Jamison Kath	
	Mead & Hunt Architect	Michael Meehan	
	Mead & Hunt Architect	Todd Hardin	
	Mead & Hunt	Tom Schauer	
	JE Dunn	John Johnston	
	JE Dunn	Seth Larson	
	Western Edge Aviation	Travis Chamness	

Additions to the agenda: Additional Bills Payable in the amount of \$18,953.29.

**III. Approval of the Consent Agenda**

1. Minutes of regular meeting dated October 14<sup>th</sup>, 2025.
2. Accounts Payable
3. Check Report
4. October 2025 Financial Statements
5. Runway, Terminal Building, Apron, Access Road & Parking Lot Design Invoices

Discussion: No discussion.

Motion: "I move to approve the consent agenda and additional bills payable." – Shawn Soehren  
Seconded: Jon Frantsvog  
Motion Carried Unanimously.

**IV. MANAGER'S REPORT**

- Airport Manager Kelly Braun stated the government shutdown was not impactful to the airport. There were

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

---

no cancellations or delays due to the shutdown but there were impacts on other airports in the state. Mr. Braun thanked TSA for coming to work during the government shutdown.

- Billings County decided not to fund the terminal project due to prior funding commitments for the upcoming year but were open to funding requests next year.
- FAA 139 inspection has been closed out with minor marking items to follow up with on the crosswind runway.

## V. ENGINEER'S REPORT

- Mead & Hunt Engineer Rod Senn stated the Airports Geographic Information Systems (aerial photography) was accepted by the National Geodetic Survey. The final survey data report from Federal Aviation Administration (FAA) should be approved in the next month or two so the grant can be closed.
- The Terminal Budget Concept & Snow Removal Equipment grant will be submitted this week for closeout.
- ARFF Building Expansion: re-advertising for bids has been posted with a bid opening for the first week in December.
- The preliminary design of the parking lot has started and work on the storm water reports.
- New Terminal: FAA has been notified to have a cultural resource specialist on site for earth work for the new terminal, technically any time you break ground on a project there is a requirement to have on-site monitor. The tribe monitoring is from Standing Rock. Roughrider Electric was on site today performing preliminary staking. There will be coordination with the electrical engineers from Mead & Hunt and Roughrider Electric to ensure the proper placement of the line to the transformer.
- Airport Manager Braun stated the Automated Surface Observing System (ASOS) (current weather conditions) will need to be replaced and potentially relocated. The project will need to be moved to the top of the list due to how it could potentially impact the airport if it goes out of service. The National Weather Service has been discussing a program to update ASOS sites across the region, but it is the preliminary stages. Hettinger Airport has the same ASOS as Dickinson Airport. The short-term fix is to have certified weather observers. This is not the preferred alternative to having certified weather observers if the system goes down but would be a backup option. If the ASOS does not report then the commercial airliner cannot be dispatched.

## VI. ARCHITECT REPORT

- Mead & Hunt Architect Michael Meehan stated there has been coordination with JE Dunn for minor terminal project items.

## VII. CONSTRUCTION MANAGER REPORT

- JE Dunn, John Johnston stated terminal project bids were received in October with good participation. The proposal came in under budget. The terminal project will start once the proposal is approved. There will be five months of preparation of contracting work, then late April or beginning of May construction will begin with a completion date in July the following year of 2027.

## VIII. REGULAR AGENDA

---

**1. ITEMS REQUIRING BOARD ACTION**

**A. AIP 3-38-0013-049-2022 Outlay 19 – Final – Procure Snow Removal Equipment & Terminal Concept & Budget Report**

Discussion: No discussion.

Motion: “I move to approve AIP 3-38-0013-049-2022 Outlay 19 – Final – Procure Snow Removal Equipment & Terminal Concept Budget Report for Reimbursement in the amount of \$8,963.83.” – Shawn Soehren

Seconded: Jon Frantsvog  
Motion Carried Unanimously

**B. NDAC AIP Non-Federal Reimbursement Request No. 19 – Final – Procure Snow Removal Equipment & Terminal Concept & Budget Report**

Discussion: No discussion.

Motion: “I move to approve NDAC Federal Reimbursement Request No. 19 – Final – for Reimbursement in the amount of \$497.99.” – Jon Frantsvog

Seconded: Bruce Burke  
Motion Carried Unanimously

**C. NDAC 2024-6 Non-Federal Reimbursement Request No. 11 – Terminal Apron, Access Road & Parking Lot Design**

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-6 Non-Federal Reimbursement Request No. 11 – Terminal Apron, Access Road & Parking Lot Design for reimbursement in the amount of \$19,677.22.” – Bruce Burke

Seconded: Jon Frantsvog  
Motion Carried Unanimously

**D. Presentation & Approval of GMP (Guaranteed Maximum Price) for Terminal Project – JE Dunn**

Discussion: No discussion

Motion: “I move to approve the Amendment No. 1 to the CMAR Agreement and JE Dunn’s GMP proposal for the New Terminal in the amount of \$30,740,326 Thirty Million, Seven Hundred Forty Thousand, Three Hundred Twenty-six dollars and authorize the chairman to execute the associated documents.” – Jon Frantsvog

Seconded: Shawn Soehren

**2. ITEMS NOT REQUIRING BOARD ACTION**

---

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

---

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

Discussion: Western Edge Manager Travis Chamness stated pheasant season has been a good turnout. General Aviation seems to be picking up as well. Boeing charters have been flying in for freight. Western Edge Aviation has picked up maintenance with Alpine Aviation in the 1900 Beechcraft utilizing the heated hangar space to fit the aircraft in. Mr. Braun stated passenger enplanements are down this month. Stark County Cory White stated oil companies had layoffs. Companies are maxed out for budget, and this time of year is the normal slowdown of the oil field traffic.

## **B. Parking & Car Rental Reports – October 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 4:31pm November 13<sup>th</sup>, 2025.

## **OFFICIAL MINUTES PREPARED BY:**

---

Laurie Kasian, Airport Administrative Officer

## **APPROVED BY:**

---

Municipal Airport Authority

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