

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	Absent
	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 Mayor	Scott Decker
	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
	JE Dunn	John Johnston
	Western Edge Aviation	Pat Giese
	Western Edge Aviation	Travis Chamness

Additions to the agenda: Additional Bills Payable in the amount of \$3,407.00

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated November 11th, 2025
2. Accounts Payable
3. Check Report
4. November 2025 Financial Statements
5. Runway & Terminal Building Invoices

Discussion: No discussion.

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

Seconded: Markus Powell

Motion Carried Unanimously.

IV. MANAGER'S REPORT

- Airport Manager Kelly Braun stated the Airport had one cancellation last month due to ice accumulation on

the runway. There is an open Airport Operations position that is currently being advertised. Snow removal equipment is fully operational. Western Edge Aviation lease is in process of negotiations.

V. ENGINEER'S REPORT

- Mead & Hunt Engineer Rod Senn stated the Aircraft Rescue and Firefighting Building Expansion bid letting will be December 17th.
- Airports Geographic Information Systems (aerial photography): The final survey data report from Federal Aviation Administration (FAA) should be approved in the next month or two.

VI. ARCHITECT REPORT

- Mead & Hunt Architect Michael Meehan stated Mead & Hunt is assisting JE Dunn in the preconstruction processes.

VII. CONSTRUCTION MANAGER REPORT

- JE Dunn, John Johnston stated preconstruction activities are underway with building permit processes, letters of intent, material procurement and working with subcontractors on priority trades.

VIII. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. 2026 Airport Commission Meeting Dates

Discussion: No discussion.

Motion: "I move to approve the 2026 Airport Authority Commission Meeting dates and time." – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

B. Nomination of Airport Commissioner

Discussion: No discussion.

Motion: "I move to approve Markus Powell for a 5-year term as Airport Authority Commissioner." – Bruce Burke

Seconded: Jon Frantsvog
Motion Carried Unanimously

C. Election of Airport Board Officers

Discussion: No discussion.

Motion: "I move to approve the same slate of officers for the Airport Board Authority." – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – November 2025

Discussion: Western Edge Pat Giese stated he is working with Kelly on the location of building a 60 x 80 hangar. Western Edge aircraft mechanics have been performing maintenance for Alpine Air. Western Edge is working with North Dakota Aeronautics on having an aviation program at the technical school.

B. Parking & Car Rental Reports – November 2025

Discussion: No discussion.

C. Old Business

Discussion: No discussion.

D. Other

Discussion: No discussion.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Markus Powell
Seconded: Jon Frantsvog
Motion Carried Unanimously – Meeting Adjourned at 4:39pm December 9th, 2025.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____