

# Regular Meeting - Dickinson Municipal Airport Authority – January 13th, 2026

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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
City Commissioner	Dr. Robert Baer
Stark County Commissioner	Cory White
Mead & Hunt Engineer	Rod Senn
Mead & Hunt Engineer	Jamison Kath
Mead & Hunt Architect	Michael Meehan
JE Dunn	John Johnston
Western Edge Aviation	Travis Chamness

Additions to the agenda: Additional Bills Payable in the amount of \$1,027.00  
Engineer's Report

### **III. Approval of the Consent Agenda**

1. Minutes of regular meeting dated December 9<sup>th</sup>, 2026
2. Accounts Payable
3. Check Report
4. December 2025 Financial Statements
5. Runway & Terminal Building Invoices

Discussion: No discussion.

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

Seconded: Shawn Soehren

Motion Carried Unanimously.

### **IV. MANAGER'S REPORT**

- Airport Manager Kelly Braun stated he will be rescheduling a meeting with Sky West Marketing Development for potential future air service for the new terminal and presidential library. Operations are

running smoothly. Starting February 1<sup>st</sup> Confirm ID will be an acceptable form of identification if passengers do not carry a Real ID or other acceptable forms of identification. The identity verification process will cost \$45 for passengers without proper identification. Mr. Braun does not anticipate any issues. Mr. Braun has been working with Western Edge on their lease. The lease will be presented to the board authority and legal before executing the lease.

## V. ENGINEER'S REPORT

- Mead & Hunt Engineer Rod Senn stated Federal Aviation Administration (FAA) has everything they need to finalize the Airports Geographic Information System project. Airport Layout Plan comments have been revised and will be submitted to FAA.
- Taxiway Lighting and Pavement Rehabilitation project final documents will be submitted to FAA for closeout. The final documents for the snow removal equipment general concept project were submitted to FAA for closeout.
- JE Dunn John Johnston is working with Mead & Hunt on submittals for the new terminal.
- Mead & Hunt Engineer Rod Senn is working on civil design associated with the terminal including drainage, septic, general layout of the parking lot, access roads, and aprons. April 27<sup>th</sup> is the scheduled date to break ground on the new terminal.

## VI. REGULAR AGENDA

### 1. ITEMS REQUIRING BOARD ACTION

#### A. NDAC 2024-6 Non-Federal Reimbursement Request No. 12 – Terminal Apron, Access Road & Parking Lot

Discussion: No discussion.

Motion: "I move to approve NDAC 2024-6 Non-Federal Reimbursement Request No. 12 – Terminal Apron, Access Road & parking Lot for reimbursement in the amount of \$9,838.61." – Markus Powell

Seconded: Jon Frantsvog  
Motion Carried Unanimously

#### B. Aircraft Rescue & Fire Fighting Building Expansion – Notice of Award

Discussion: Chairman Jeff Moore asked what the square footage of the building is. Mr. Braun stated the building will be approximately a 3200 square foot building. Commissioner Markus Powell asked if there were specialized items due to the cost of the project. Engineer Senn stated the door specifications for the Aircraft Rescue & Fire Fighting Vehicle needs to open within five seconds.

Motion: "I move to award Tooz Construction Inc. the general construction for Aircraft Rescue & Fire Fighting Building Expansion in the amount of \$1,751,400.00 and authorize the Airport Chairman to execute the Notice of Award and Contract Agreement." – Jon Frantsvog

Seconded: Bruce Burke  
Motion Carried Unanimously

Motion: “I move to award Peterson Sheet Metal Inc. the mechanical construction for Aircraft Rescue & Fire Fighting Building Expansion in the amount of \$496,000.00 and authorize the Airport Chairman to execute the Notice of Award and Contract Agreement.” – Jon Frantsvog

Seconded: Bruce Burke  
Motion Carried Unanimously

Motion: “I move to award Denny’s Electric, LLC the electrical construction for Aircraft Rescue & Fire Fighting Building Expansion in the amount of \$226,800.00 and authorize the Airport Chairman to execute the Notice of Award and Contract Agreement.” – Jon Frantsvog

Seconded: Bruce Burke  
Motion Carried Unanimously

**C. Designation of Depositories of Public Records**

Discussion: No discussion.

Motion: “I move to approve Bravera Bank as the designated depositories of public funds for the Dickinson Municipal Airport Authority this even-numbered year of 2026.” – Markus Powell

Seconded: Shawn Soehren  
Motion Carried Unanimously

**2. ITEMS NOT REQUIRING BOARD ACTION**

**A. GA/Commercial Service Reports – December 2025**

Discussion: Western Edge Manager Travis Chamness stated Western Edge purchased new ground support equipment and has been performing environmental survey work. Airport Manager Braun stated overall enplanement number for the year are about where they were last year. Commissioner Powell stated prices departing Dickinson have been cheaper than flying from Bismarck.

**B. Parking & Car Rental Reports – December 2025**

Discussion: No discussion.

**C. Old Business**

Discussion: Airport Manager Braun stated we are working on finalizing last year’s budget.

**D. Other**

Discussion: No discussion.

**VI. ADJOURNMENT**

1. Motion to Adjourn Airport Board Meeting – Jeff Moore

Seconded: Markus Powell

Motion Carried Unanimously – Meeting Adjourned at 4:35pm January 13<sup>th</sup>, 2026.

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**OFFICIAL MINUTES PREPARED BY:**

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Laurie Kasian, Airport Administrative Officer

**APPROVED BY:**

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Municipal Airport Authority

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