

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
Airport Operations Supervisor	Kirk Ross
Stark County Commissioner	Cory White
Mead & Hunt Engineer	Rod Senn
Mead & Hunt Engineer	Jamison Kath
Mead & Hunt Architect	Todd Hardin
JE Dunn	John Johnston
JE Dunn	Nate Lange
Western Edge Aviation	Pat Giese

Additions to the agenda: Additional Bills Payable in the amount of \$537.53

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated January 13th, 2026
2. Accounts Payable
3. Check Report
4. January 2026 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: Shawn Soehren
Motion Carried Unanimously.

IV. MANAGER'S REPORT

- Airport Manager Kelly Braun stated a groundbreaking/ribbon cutting ceremony will be scheduled in the spring mid-April for the new terminal. Stark County Development will be holding their annual meeting and luncheon on February 17th, at 11:15am. If anyone is interested in attending please let Kelly know.

- Mr. Braun is working with TSA regarding an updated security plan for the airport.

V. ARCHITECT & ENGINEER’S & CMAR REPORT

- Mead & Hunt Architect Todd Hardin stated Mead & Hunt is working with JE Dunn in preconstruction activity for the new terminal including submittals, requests for information, and weekly coordination meetings. Mead & Hunt has been working with TSA regarding the terminal checkpoint layouts and power coms. TSA will send an email with final approval of the new terminal checkpoint layouts and power coms.
- JE Dunn Nate Lange stated JE Dunn is moving forward with procurement, finalizing subcontracts with trade partners, and scheduling early mobilization. The terminal building permit was approved, and payment was sent to the City of Dickinson.
- Mead & Hunt Engineer Rod Senn stated the initial design report for air side improvements were submitted to the Airport Directors Office and FAA Federal Aviation Administration in Bismarck last week for their initial review. The new terminal parking lot will need to be moved to about the middle of the terminal building because FAA has raised concerns with the departure surface from Runway 25 and there is already penetration from the vehicles on the center line and the approach to the terminal will be shifted down around five hundred feet. The drainage report will be submitted to various entities and coordinate with city and county officials.
- Federal Aviation Administration (FAA) has accepted the Airport Layout Plan. The Airports Geographic Information System will be updated.
- Taxiway A Lighting System and Concept Budget report final documents and invoices are being reviewed, after review and approval then the project will be submitted for closeout.
- Snow Removal Equipment and Pavement Rehabilitation projects have officially closed, and final reimbursement has been received.
- The ARFF (Aircraft Rescue and Firefighting building expansion grant application has been submitted and the grant is in process in the next few months.

VI. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. NDAC 2024-6 Non-Federal Reimbursement Request No. 13 – Terminal Apron, Access Road & Parking Lot

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-6 Non-Federal Reimbursement Request No. 13 – Terminal Apron, Access Road & parking Lot for reimbursement in the amount of \$17,709.50.” – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

B. Mead & Hunt Task Order No. 2026-1 – Aircraft Rescue & Fire Fighting Building Expansion – Construction Administration and Observation

Regular Meeting - Dickinson Municipal Airport Authority – February 10th, 2026

Discussion: No discussion.

Motion: "I move to approve Mead & Hunt Task Order No. 2026-1 for ARFF Building Expansion – Construction Administration and Construction Observation in the amount of \$273,694.00." – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

C. 2026 Master Service Agreement

Discussion: Mead & Hunt Engineer Rod Senn stated this is for the renewing of the Master Service Agreement between the airport and Mead & Hunt for the next five years. Airport Manager Kelly Braun stated this is the follow-up from the selection of professional engineering services.

Motion: "I move to approve the Master Service Agreement with Mead & Hunt for professional engineering services with an effective date of February 10th, 2026, and authorize the Airport Chairman to execute the associated documents." – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

D. 2026 Step & Grade

Discussion: No discussion.

Motion: "I move to approve the step and grade chart and approve the 3% increase for COLA for all employees effective February 9th, 2026. – Shawn Soehren

Seconded: Bruce Burke

Motion Amended: " I move to amend the motion to an effective date of January 26th, 2026 – Shawn Soehren

Seconded: Bruce Burke
Motion and Amended Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – January 2026

Discussion: Airport Manager Braun stated he is working with the Fixed Based Operator (FBO) on a new FBO agreement. Western Edge Aviation Owner Pat Giese stated environmental surveys for eagles are being performed from Dickinson to the Canadian border. Airport Manager Braun stated enplanements for 2024 and 2025 are approximately one thousand enplanement differences, which is not impactful.

B. Parking & Car Rental Reports – January 2026

Discussion: No discussion.

C. Old Business

Discussion: Stark County Commissioner Cory White stated the oil field has slowed down but is hopeful the

industry will pick up after this quarter.

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 4:39pm February 10th, 2026.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____