

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
Mead & Hunt Engineer	Rod Senn
Mead & Hunt Engineer	Jamison Kath
Mead & Hunt Architect	Todd Hardin
JE Dunn	John Johnston
JE Dunn	Marc Mellmer
JE Dunn	Nate Lange
Western Edge Aviation	Travis Chamness

Additions to the agenda: Additional Bills Payable in the amount of \$22,456.60

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated February 10th, 2026
2. Accounts Payable
3. Check Report
4. February 2026 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, Operations Supervisor Kirk Ross, and Airport Administrative Officer Laurie Kasian attended the Fly-ND Conference in Minot, ND, which was a well-attended conference. The FSDO Federal Aviation Administration Standards District Office is short in around ten positions. Notice for grant

awards will be announced soon for grant applications. The North Dakota aviation survey has been completed, and a final report of the economic impact will be coming out in the next few months.

- The groundbreaking/ribbon cutting ceremony will be scheduled in May 2026 for the new terminal.

V. ENGINEER'S REPORT

- Mead & Hunt Engineer Rod Senn stated the ARFF (Aircraft Rescue and Firefighting) building expansion should begin in the next few weeks.
- The navigational aid project has been closed, and the remaining funds will be repurposed for other projects. The taxiway lighting/pavement rehabilitation is in process of closeout.
- The new terminal apron bids will go out in the next few months with bids back around mid-June; discretionary funds will be used for the terminal apron project.
- A remedy for the ASOS (Automated Surface Observing System) is to replace the ASOS due to age and lack of replacement parts however there has not been a satisfactory answer on how to remedy the issue. FAA did explain they have an ongoing program that will update the old installations but did not state who, what, where and when. Western Edge Travis Chamness stated one of their employees is interested in becoming a certified weather observer so that at least there would be a temporary fix to the issue.
- Mead & Hunt Architect Todd Hardin stated preconstruction activities including working thru submittals for the new terminal project are on-going. Safety protocols have been reviewed with JE Dunn surveying and staking for the fence started today.

VI. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. BIL 3-38-0013-050-2023 Outlay 15 – Final – Taxiway A & Runway 7-25 Lighting System Improvement & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: "I move to approve BIL 3-38-0013-050-2023 Outlay 15 – Taxiway A & Runway 7-25 Lighting & Airfield Pavement Rehabilitation for reimbursement in the amount of \$19,953.87." – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

B. NDAC 2023-1 Federal Reimbursement Request No. 15 – Final – Taxiway A & Runway 7-25 Lighting System Improvement & Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: "I move to approve NDAC 2023-1 Federal Reimbursement Request No. 15 – Final – Taxiway A & Runway 7-25 Lighting System Improvement & Airfield Pavement Rehabilitation in the amount of \$1,108.55." – Jon Frantsvog

Seconded: Shawn Soehren

Motion Carried Unanimously

C. NDAC 2023-3 Non-Federal Reimbursement Request No. 7 – Final – Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: “I move to approve NDAC 2023-3 Non-Federal Reimbursement Request No. 7 – Final – Airfield Pavement Rehabilitation Alt No. 1 & No. 2 for reimbursement in the amount of \$285.55.– Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

D. NDAC 2023-5 Non-Federal Reimbursement Request No. 7 – Final – Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: “I move to approve NDAC 2023-5 Non-Federal Reimbursement Request No. 7 – Final – Airfield Pavement rehabilitation for reimbursement in the amount of \$1,957.41. – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

E. NDAC 2025-1 Non-Federal Reimbursement Request No. 2 – Reconstruct Terminal Building Design

Discussion: No discussion.

Motion: “I move to approve the NDAC 2025-1 Non-Federal Reimbursement Request No. 2 – Reconstruct Terminal Building Design for reimbursement in the amount of \$252,465.00. – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously

F. NDAC 2024-6 Non-Federal Reimbursement Request No. 14 – Terminal Apron, Access Road & Parking Lot

Discussion: No discussion.

Motion: “I move to approve the NDAC 2024-6 Non-Federal Reimbursement Request No. 14 – Terminal Apron, Access Road & Parking Lot for reimbursement in the amount of \$31,483.55. – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

G. 2025 Ratified Budget

Discussion: Chairman Jeff Moore asked if this motion is required. Airport Manager Braun stated it is required to finalize the budget for 2025 which will be the budget on record. The expenditures were over budget by \$131.56.

Motion: “I move to approve the ratified budget for 2025 and authorize the Administrative Officer to make the changes in QuickBooks.” – Markus Powell

Regular Meeting - Dickinson Municipal Airport Authority – March 19th, 2026

Seconded: Jon Franstvog
Motion Carried Unanimously

H. Mead & Hunt, Inc. Task Order 2026-2

Discussion: Airport Manager Braun stated an independent fee review was performed on this task order, and the projected amounts were within ten percent and costs are justified and outrageously priced. Mead & Hunt Hardin stated the entire contract is proposed on a time and expense basis, labor will be billed as labor and expenses will be reversible. The task order is included in the cost of the terminal project.

Motion: "I move to approve the Mead & Hunt Task Order 2026-2 for the Commercial Airport Terminal Construction – Construction Administration and Construction Observation and authorize the Airport Chairman to execute the document." – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – February 2026

Discussion: Airport Manager Braun stated enplanements are good and holding strong. There have not been any local interruptions to commercial air service with the TSA not being paid. Western Edge Aviation Manager Travis Chamness is gearing and preparing for the 4th of July event. Western Edge has ordered a 5000-gallon fuel truck.

B. Parking & Car Rental Reports – February 2026

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: Shawn Soehren
Motion Carried Unanimously – Meeting Adjourned at 4:28pm March 19th, 2026.

Regular Meeting - Dickinson Municipal Airport Authority – March 19th, 2026

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____