

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 of Dickinson Liaison	Dr. Robert Baer
City of Dickinson	Linda Carlson
Stark County Liaison	Cory White
Mead & Hunt Engineer	Rod Senn
Mead & Hunt Architect	Todd Hardin
JE Dunn	John Johnston
JE Dunn	Nate Lange
Western Edge Aviation	Travis Chamness

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated March 19th, 2026
2. Accounts Payable
3. Check Report
4. March 2026 Financial Statements
5. Runway, Airfield Pavement Rehabilitation, ARFF Building Expansion & New Terminal Building Invoices

Discussion: No discussion.

Motion: "I move to approve the consent agenda." – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously.

Additions to the agenda: Additional Bills Payable in the amount of \$819.73

Motion: "I move to approve the additional bills payable in the amount of \$819.73." – Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously.

IV. MANAGER'S REPORT

- Airport Manager Kelly Braun stated the targeted advertising campaign is off to a good start. The advertising campaign will target Denver and Chicago markets which will be online and social media driven. The number one return by area was Minneapolis which is served by Delta Airlines. Kelly is working with the Convention and Visitors Bureau to broaden the scope and contribute additional funding to grow a larger net. The advertising campaign is funded half through SkyWest Airlines, around \$20,000 as a part of their contract through essential air service. The airport will fund the other half with hopeful support from the Convention and Visitors Bureau. The advertising will be around three to four months and reach 30,000 to 40,000 people.
- Enplanement numbers are slightly off from a year ago driven by oil and gas.
- Airport Manager Braun has a marketing development meeting scheduled for May 7th with SkyWest Airlines to discuss marketing development with Delta Airlines for service to Minneapolis. Mr. Braun is looking into how multiple carriers are on one essential air service contract. Essential Air Service communities are eligible for twelve flights per week. When you have two airlines, those airlines operate Delta one day and United the next, the only downside is if there is a flight interruption then passengers may not be able to travel the next day but the day after, which could be problematic. Congress is currently discussing modifications to the essential air service program but has not had any meaningful modifications to the essential air service program in the last twenty years. The Regional Airline Alliance engages in essential air service program which represents the lift providers across the country.
- The groundbreaking ceremony for the new terminal is scheduled for May 8th, 2026, at 11:00am.
- ASOS (Automated Surface Observing System) is coming to its end of its serviceable life and is FAA (Federal Aviation Administration) owned. National Weather Service manages the ASOS. FAA and National Weather Service are working on identifying which systems need to be replaced and what the timeline is. The state is open to entertaining grant applications. Engineer Rod Senn and Airport Manager Braun are looking into the cost will be with the associated ASOS equipment. Backup weather observation system has been researched but with the costs involved funds would be better spent getting the ASOS equipment replaced.

V. ENGINEER'S REPORT

- Mead & Hunt Engineer Rod Senn stated Phase 3 of the Runway is complete except for the GIS (Geographic Information System). FAA's target date for completion is mid-June.
- The ARFF (Aircraft Rescue and Firefighting) building expansion should begin in the next few weeks with an estimated completion date of December 2025.
- The new terminal apron bids will be late May or early June. The target date for access roads is next year.

VI. ARCHITECT REPORT

- Mead & Hunt Architect Todd Hardin stated the team continues to work through RFI's (Request for Information), submittals and any subsequent changes with JE Dunn.
- A change order has been submitted for board review and approval due to increased size of steel. A credit will come back to the airport for the amount spent on the building permit which came in at around \$13,000

less than budgeted .

VII. CONSTRUCTION MANAGER REPORT

- JE Dunn Nate Lange stated JE Dunn is coordinating procurement, mechanical and electrical equipment in preparation for installation. A temporary fence has been installed around the new terminal site. Site material and equipment will be moved on-site, and topsoil will be stripped and clean material will be moved in for the building. Concrete will be poured by mid-May if the rain cooperates. Fisher Industries are providing the materials.
- Airport Manager Braun stated whenever we strip topsoil and disturb the surface, the federal environmental services are contacted and then they coordinate with tribal monitors to be on-site.
- Engineer Rod Senn stated Roughrider Electric will be running power feeds and FAA has advised that Roughrider electric needs to be monitored.
- JE Dunn Nate Lange will be developing a project purpose statement sign letting the community know about the project with a rendering of the terminal.

VIII. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

A. NDAC 2023-5 Non-Federal Reimbursement Request No. 8 – Final – Airfield Pavement Rehabilitation

Discussion: No discussion.

Motion: “I move to approve NDAC 2023-5 Non-Federal Reimbursement Request No. 8 – Final – Airfield Pavement Rehab (Base Bid) M&H Design CACO & Closeout Services for Reimbursement in the amount of \$971.24.” – Shawn Soehren

Seconded: Markus Powell
Motion Carried Unanimously

B. NDAC 2025-1 Non-Federal Reimbursement Request No. 3 – Construction New Terminal Building

Discussion: No discussion.

Motion: “I move to approve NDAC 2025-1 Non-Federal Reimbursement Request No. 3 – Construction New Terminal Building (Construction) for reimbursement in the amount of \$1,611,519.00.” – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

C. NDAC 2024-6 Non-Federal Reimbursement Request No. 15 – Terminal Apron, Access Road & Parking Lot

Discussion: No discussion.

Regular Meeting - Dickinson Municipal Airport Authority – April 14th, 2026

Motion: “I move to approve NDAC 2024-6 Non-Federal Reimbursement Request No. 15 – Terminal Apron, Access Road & Parking Lot (Design) for reimbursement in the amount of \$19,677.22. – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

D. PFC (Passenger Facility Charge) Application

Discussion: Vice Chairman Shawn Soehren asked if this is a continuation of the program. Manager Braun stated the airport is at the end of the collection of PFC’s for projects, so a new application needs to be submitted so that the airport can continue to collect PFC’s to reimburse projects.

Motion: “I move to approve that the Airport Manager is the official representative for the PFC Application and authorized to file a new PFC application, including associated documents required with the Federal Aviation Administration (FAA). – Shawn Soehren

Seconded: Markus Powell
Motion Carried Unanimously

E. Non-Exclusive On-Site Car Concession Agreement

Discussion: Airport Manager Braun stated a business owner was approached by customers to rent a car because there were no vehicles available at the airport. The car rental lease agreement does not have a minimum annual gross amount because the lease does not include counter space inside the terminal.

Motion: “I move to approve the Non-Exclusive On-Site Rental Car Concession Agreement with Big Daddy’s Auto Rental LLC and authorize the airport chairman to execute the associated agreement and documents. – Jon Frantsvog

Seconded: Bruce Burke
Motion Carried Unanimously

F. J.E. Construction Company – Change Item No. 0003

Discussion: Airport Manager Braun stated there is approximately \$1.2 million in contingency fees in the agreement with JE Dunn which Manager Braun thought the change would cover under the contingency fee in the agreement but found out that is not the case in this change item. JE Dunn John Johnston stated the contingency provides JE Dunn a guarantee max and completion of the project. The contingency fees in the agreement are not intended to address changes to the work that was bid out and contracted already with trade partners for design changes that occur to the design documents. The airport has contingency funds included to cover changes like this or the airport will need to make other changes to project to cover the change cost.

Motion: “I move to approve J.E. Dunn Construction Company Change Item No. 0003 in the amount of \$40,207.00 and authorize the airport chairman to execute the associated documents.” – Markus Powell

Seconded: Shawn Soehren
Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – March 2026

Discussion: Airport Manager Braun stated the airport enplanement numbers are down from this time last year. Vice Chairman Soehren asked how we track whether the advertising is successful. Manager Braun stated the advertising agency can see what the drivers are and the airlines can see where the traffic is originating from. Most travel was coming in and out of Dickinson relating to oil and gas. The advertising agency specializes in aviation. Western Edge Aviation Manager Travis Chamness stated the Dickinson Press wrote a nice article on the new Red Bird TDC flight simulator. The Red Bird TDC flight simulator has the G1000 182 capabilities along with analog and the 172 just to fit training aircraft so student pilots can practice maneuvers. Student pilots can log a certain amount of time that will count toward private instrument commercial. Windows flight simulator is also installed allowing utilization of any type of aircraft simulation. Western Edge Aviation has been making reservations for aircraft parking for the week of July 4th in lieu of the Theodore Roosevelt presidential library opening. Western Edge Aviation is purchasing an additional 5000-gallon fuel truck.

B. Parking & Car Rental Reports – March 2026

Discussion: No discussion.

C. Old Business

Discussion: No discussion.

D. Other

Discussion: Airport Manager Braun stated he is finalizing the FBO (Fixed Based Operator) lease and will present the lease to the airport board for review.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Markus Powell
Seconded: Shawn Soehren
Motion Carried Unanimously – Meeting Adjourned at 5:07 pm April 14th, 2026.

Regular Meeting - Dickinson Municipal Airport Authority – April 14th, 2026

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____