

Regular Meeting - Dickinson Municipal Airport Authority – May 12th, 2026

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
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	Nate Lange
Western Edge Aviation	Pat Giese

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated April 9th, 2026
2. Accounts Payable
3. Check Report
4. April 2026 Financial Statements
5. Runway, ARFF Building Expansion & New Terminal Building Invoices

Additions to the agenda: Additional Bills Payable in the amount of \$1,229.56

Discussion: No discussion.

Motion: "I move to approve the consent agenda and additional bills payable in the amount of \$1,229.56." –
Bruce Burke

Seconded: Shawn Soehren
Motion Carried Unanimously.

IV. MANAGER'S REPORT

- Airport Manager Kelly Braun stated the terminal groundbreaking ceremony was well attended. Mr. Braun scheduled a meeting with SkyWest Marketing Development Director on May 28th to visit Stark Development Corporation, Convention Visitors Bureau and tour Theodore Roosevelt Presidential Library

and National Park. The goal is to gain additional flights to meet the demand of the presidential library and long-term goals with commercial air service to Minneapolis, MN when the new commercial terminal opens.

- Mr. Braun continues to have conversations with Federal Aviation Administration (FAA) and the Airport District Office (ADO) for the rehabilitation of the Automated Surface Observing System (ASOS). FAA and ADO are exploring options.

V. ENGINEER'S REPORT

- Mead & Hunt Engineer Rod Senn stated the state approved to utilize the remaining funds from the Navigational Aid project for the local share of the Aircraft Rescue & Fire Fighting (ARFF) building project and if there is a balance after then the funds can be utilized on the new terminal project.
- Federal Aviation Administration (FAA) is performing the finalizing of the Airports Geographic Information System updates. The FAA's internal target date for approval is mid-June.
- The closeout documents for the lighting system improvements have been submitted to FAA. FAA is waiting for an internal verification of the flight checks.
- The ARFF building expansion construction has started and the grant for the ARFF building is on the agenda for final approval. The construction company is waiting for a septic tank but working on preliminary groundwork.
- The new terminal apron bid letting will be in June. If funding permits, then there will be two connectors to the apron.

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.
- The passenger boarding bridges are quite a way out for lead time; however, JE Dunn has their place in line. The boarding bridge is scheduled to be delivered a few months prior to the building opening.

VII. CONSTRUCTION MANAGER REPORT

- JE Dunn Nate Lange stated JE Dunn has had substantial progress in the new commercial terminal construction and there have not been any weather-related issues, which has helped progression. Topsoil stripping and removal have been completed including the access road and lay down area. A job trailer has been mobilized. Concrete foundations continue to move forward in the west and the north half with footings and the walls with completion early June. Three loads of decking material and two loads of structural members have been delivered. The third week in June will be the start of the building erection after inventory is completed. The new commercial terminal project is scheduled on track.

VIII. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

Regular Meeting - Dickinson Municipal Airport Authority – May 12th, 2026

A. Grant Agreement Infrastructure Investment and Jobs Act (IIJA) 3-38-0013-054-2026 – Expand Aircraft & Fire Fighting Building Phase 2 of 2 – Construction and Construction Engineering

Discussion: No discussion.

Motion: “I move to approve Grant Agreement Infrastructure Investment and Job Act (IIJA) 3-38-0013-054-2026 – Expand Aircraft & Fire Fighting Building Phase 2 of 2 – Construction and Construction Engineering in the amount of \$2,424,000.00.” – Bruce Burke

Seconded: Jon Frantsvog
Motion Carried Unanimously

B. IIJA 3-38-0013-054-2026 Outlay 1 – Expand Aircraft Rescue and Fire Fighting Building – Phase 2 of 2 for Construction and Construction Engineering

Discussion: No discussion.

Motion: “I move to approve 3-38-0013-054-2026 Outlay 1 – Expand Aircraft Rescue and Fire Fighting building for reimbursement in the amount of \$60,891.99.” – Shawn Soehren

Seconded: Bruce Burke
Motion Carried Unanimously

C. NDAC 2025-1 Non-Federal Reimbursement Request No. 4 – Construction New Terminal Building (Construction)

Discussion: No discussion.

Motion: “I move to approve NDAC 2025-1 Non-Federal Reimbursement Request No. 4 – Construction New Terminal Building (Construction) for reimbursement in the amount of \$840,366.57. – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

D. NDAC 2024-6 Non-Federal Reimbursement Request No. 16 – Terminal Apron, Access Road & Parking Lot

Discussion: No discussion.

Motion: “I move to approve NDAC 2024-6 Non-Federal reimbursement request No. 16 – Construct Terminal Apron, Access Road & Parking Lot (Design) for reimbursement in the amount of \$39,354.44. – Bruce Burke

Seconded: Jon Frantsvog
Motion Carried Unanimously

E. Western Edge Aviation Lease Agreement

Discussion: No discussion.

Motion: “I move to approve the FBO Lease and Operation Agreement with Western Edge Aviation, Limited Liability Company and authorize the airport chairman to execute the agreement. – Jon Frantsvog

Seconded: Shawn Soehren
Motion Carried Unanimously

Regular Meeting - Dickinson Municipal Airport Authority – May 12th, 2026

2. ITEMS NOT REQUIRING BOARD ACTION

A. **GA/Commercial Service Reports – April 2026**

Discussion: Airport Manager Braun stated the state enplanement reports are enclosed. The enplanement report shows the enplanements are down 181 enplanements in the month of April last year which is 9% difference from this month in April. Total yearly enplanements are down by 572, which is 7.4% difference from last year at this time.

B. **Parking & Car Rental Reports – April 2026**

Discussion: No discussion.

C. **Old Business**

Discussion: No discussion.

D. **Other**

Discussion: No discussion

VI. **ADJOURNMENT**

1. Motion to Adjourn Airport Board Meeting – Bruce Burke
Seconded: Jeff Moore
Motion Carried Unanimously – Meeting Adjourned at 4:33 pm May 12th, 2026.

OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____