

Regular Meeting - Dickinson Municipal Airport Authority – August 11th, 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	Absent
	Secretary/Treasurer:	Jon Frantsvog	Present
	Commissioner:	Markus Powell	Present
	Commissioner:	Bruce Burke	Absent

Also, Present:	Airport Manager	Kelly Braun
	Airport Administrative Officer	Laurie Kasian
	Airport Operations Supervisor	Kirk Ross
	City of Dickinson	Linda Carlson
	City of Dickinson Liaison	Dr. Robert Baer
	Stark County Liaison	Cory White
	Mead & Hunt Engineer	Rod Senn
	Mead & Hunt Architect	Todd Hardin
	J.E. Dunn	John Johnston
	J.E. Dunn	Nate Lange
	Western Edge Aviation	Travis Chamness
	Dimensional Innovations	Paula Weston
	Dimensional Innovations	Chad Hutson

III. Approval of the Consent Agenda

1. Minutes of regular meeting dated July 16th, 2026
2. Accounts Payable
3. Check Report
4. July 2026 Financial Statements
5. ARFF Building Expansion & Terminal Building, Apron, Parking Lots & Access Road Design Invoices

Additions to the consent agenda: Additional Bills Payable in the amount of \$5,966.03

Move item E. Theodore Roosevelt Flight Exhibit after the Construction Manager Report.

Discussion: No discussion.

Motion: "I move to approve the consent agenda and additional bills payable in the amount of \$5,966.03." –
Jon Frantsvog

Seconded: Markus Powell
Motion Carried Unanimously.

IV. 2025 AUDIT PRESENTATION

- Brady Martz Matt Laughlin reviewed the 2025 financial statements, revenues and expenses, capital project, and general funds. The 2025 financial statements were reviewed with an unmodified audit opinion which is the highest level of assurance CPA firms can provide. The audit was performed in accordance with Government Auditing Standards. Brady Martz identified and reported deficiencies and recommend journal entries to ensure compliance according to government accounting procedures. Brady Martz prepares the airports financial statements due to segregation of duties in a small business, which is quite common governmental audits. The airport was within budget for year 2025. There were no unusual transactions, difficulties, or disagreements with management. Mr. Laughlin thanked the board members and Chairman Jeff Moore thanked Matt Laughlin for his work.

V. MANAGER'S REPORT

- Airport Manager Kelly Braun stated the month of July was great without any incidence or accidents. Western Edge Aviation did an excellent job managing the increased amount of general aviation traffic and customers' expectations were met.
- Administrative staff will be out of the office next week attending the ND Aeronautics Summerfest in Devils Lake. NDAC and FAA (Federal Aviation Administration) will be providing updates on grant status for the upcoming year.
- Operations has been working hard on ensuring the airport is operational. There were edge lighting issues and taxiway markings from last year's FAA inspection but have been resolved in the last few weeks. There are currently no outstanding issues with FAA. The annual FAA certification inspection is scheduled for next month.
- Operations Supervisor Kirk Ross stated he is working with Dickinson Fire Department (the airports mutual aid responder) in familiarization of aircraft and operations if there is an incident or accident that arises.

VI. ENGINEER'S REPORT

- Mead & Hunt Engineer Rod Senn reported the Airports Geographic Information System data has been accepted by FAA and the project will be closed.
- Taxiway A, Runway Lighting and Pavement Rehab project grant will be closed without the verification of the flight check from FAA. The final reimbursement for the grant has been submitted.
- Aircraft Rescue Firefighting Building Expansion: Subgrade repairs were made. A portion of the rock on the lower level was eliminated so there will be a change order with slight savings on the change order. Mechanical contractors will be on site to install the underground plumbing and floor heat.
- Terminal Building Apron: Contract agreements have been approved but waiting for a verification on insurance for Edling Electric. The grant agreement will be coming next month. Construction will not commence until next year. Final agreements with Southwest Water for water are in process. Once final analysis is completed then water connections will be installed for the new terminal. Final documents have been sent to the DOT for southbound right turn lane on Highway 22. Parking lot will be bid by the end of the year.
- NDAC and FAA are working on what is the best way to update or replace the weather system since parts are

not being made for the system any longer.

VII. ARCHITECT REPORT

- Mead & Hunt Architect Todd Hardin reported the terminal project is going well and is on schedule. Construction is around 25% complete. The topping out ceremony will be held tomorrow at 10:00am where the last piece of steel will be placed on the new terminal.

VIII. CONSTRUCTION MANAGER REPORT

- JE Dunn John Johnson stated construction is going well and the primary structure is complete. Most of the roof is decked. Unground mechanical and plumbing are well under way. Stud work is in progress on the outside to progress to get closure on the building. It has been difficult to get final answers from TSA for the underground electrical.
- JE Dunn Nate Lange stated that the vertical geothermal wells have been drilled. The horizontal geothermal wells will be drilled that lead into the building.
- Airport Manager Braun inquired about a status update on fire suppression and pump house. JE Dunn Johnson stated they are finishing the design and expect to be ready for submission at the end of next week. The building will be on-site instead of prefabricated.

E. Theodore Roosevelt Flight Exhibit

Dimensional Innovations Presentation:

Dimensional Innovations Chad Hutson explained in detail the flight exhibit proposal and the company's involvement in the T.R. Presidential Library. Mr. Hutson presented a slide show explaining the company and involvement with previous projects. Dimensional Innovations Paula Neston explained in detail what services were performed for the T.R. Presidential Library. Mr. Hudson explained the company's previous experience in aircraft static displays. The estimated cost for the aircraft display could be in the low six figures range.

4:53pm Dimensional Innovations left the meeting.

Discussion: Commissioner Markus Powell asked if the exhibit is in the budget and where the funds would come from. Manager Braun stated the exhibit proposal is not included in the budget, and the funding would need to come from local support or privately. Manager Braun stated this will give us the opportunity to find out if we can make the decision to move forward with the aircraft static display or not. Manager Braun also said JE Dunn highly recommended Dimensional Innovations, who specialize in exhibits.

Motion: " I move to approve Dimensional Innovations proposal for the Theodore Roosevelt Flight Exhibit in the amount of \$25,000 and authorize the airport manager to execute associated documents. – Markus Powell

Seconded: Jon Frantsvog
Motion Carried Unanimously

IX. REGULAR AGENDA

1. ITEMS REQUIRING BOARD ACTION

- A. IJA 3-38-0013-054-2026 Outlay 4 – Aircraft Rescue and Firefighting Building Expansion – Phase 2 of 2 for Construction and Construction Engineering**
- Discussion: No discussion.
- Motion: “I move to approve 3-38-0013-054-2026 Outlay 4 – Aircraft Rescue and Fire Fighting Building Expansion for reimbursement in the amount of \$91,518.14.” – Markus Powell
- Seconded: Jon Frantsvog
Motion Carried Unanimously
- B. NDAC 2025-1 Non-Federal Reimbursement Request No. 7 – New Terminal Building (Construction)**
- Discussion: Commissioner Markus Powell asked why we are paying for first-class airline tickets and rental car from Rapid City. Mead & Hunt Architect Todd Hardin stated there are travel expenses allowed and can combine trips since he works in Rapid City, SD. Architect Hardin stated he has purchased first class tickets due to availability and baggage fees being included with first class tickets. Hardin stated the cost was within the company’s budget, which was less.
- Motion: “I move to approve NDAC 2025-1 Non-Federal Reimbursement Request No. 7 – New Terminal Building (Construction) for reimbursement in the amount of \$1,795,448.26.” – Jon Frantsvog
- Seconded: Markus Powell
Motion Carried Unanimously
- C. NDAC 2024-6 Non-Federal Reimbursement Request No. 19 – Terminal Apron, Access Road & Parking Lot**
- Discussion: No discussion.
- Motion: “I move to approve NDAC 2024-6 Non-Federal Reimbursement Request No. 19 – Construct Terminal Apron, Access Road & Parking Lot (Design) for reimbursement in the amount of \$13,152.08.” – Markus Powell
- Seconded: Jon Frantsvog
Motion Carried Unanimously
- D. Mead & Hunt Task Order 2026-3 – Terminal Apron & Taxiways H and J**
- Discussion: No discussion.
- Motion: “I move to approve Mead & Hunt Task Order No. 2026-3 for Terminal Apron & Taxiways H and J – Construction Administration and Construction Observation in the amount of \$808,013.52.” – Jon Frantsvog
- Seconded: Markus Powell
Motion Carried Unanimously

Regular Meeting - Dickinson Municipal Airport Authority – August 11th, 2026

E. Theodore Roosevelt Flight Exhibit (Item moved to after VIII. CONSTRUCTION MANAGER REPORT

F. 2027 Preliminary Budget

Discussion: Chairman Jeff Moore asked when will the budget be final. Airport Manager Braun stated the budget will be final after the airport board approves the budget. Manager Braun stated the budget was adjusted slightly in each cost center based on past expenditure and there were no major increases.

Motion: “I move to approve the 2027 Preliminary Budget.” – Jon Frantsovog

Seconded: Markus Powell

Motion Carried Unanimously

G. 2025 Audit

Discussion: No discussion.

Motion: “I move to approve the 2025 Financial Audit from Brady Martz and authorize the Administrative Officer to enter the recommended journal entries in QuickBooks.” – Markus Powell

Seconded: Jon Frantsovog

Motion Carried Unanimously

2. ITEMS NOT REQUIRING BOARD ACTION

A. GA/Commercial Service Reports – July 2026

Discussion: Western Edge Manager Travis Chamness stated July was a great month for general aviation. Manager Chamness thanked the airport for their support.

B. Parking & Car Rental Reports – July 2026

Discussion: No discussion.

C. Old Business

Discussion: No discussion.

D. Other – Capital Improvement Plan Discussion

Discussion: Airport Manager Kelly Braun explained the capital improvement plan that was presented to FAA and NDAC. The crosswind runway project will be completed before the general aviation ramp. The crosswind runway is salvageable, and the general aviation ramp is in poor condition. This change was also requested by the FAA and NDAC due to funding purposes.

Chairman Jeff Moore asked if there are federal grants for the aircraft art in the new terminal. Manager Braun stated he would check to see if there are federal grants or programs available.

VI. ADJOURNMENT

1. Motion to Adjourn Airport Board Meeting – Markus Powell

Seconded: Jon Frantsovog

Motion Carried Unanimously – Meeting Adjourned at 5:19 pm August 11th, 2026.

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OFFICIAL MINUTES PREPARED BY:

Laurie Kasian, Airport Administrative Officer

APPROVED BY:

Municipal Airport Authority

Date: _____