

West Fargo Airport Authority Meeting

Date: July 26th, 2023

West Fargo Airport – 5:30 PM

Members Present:

Brian Christl, Ryan Becker and Matt Retka

Members Absent:

Josh Gilleland and Ivy West

Others Present:

Airport Manager/Robbie Grande

1. Brian called the meeting to order at 5:32pm.
2. The Minutes from the June 29th, 2023 meeting were reviewed.
Ryan motioned to approve the minutes as written. Second by Matt. All in favor, none opposed, motion passed.
3. The monthly Budget and Income report were reviewed for June. 7040 account is blank on the monthly report. Grant funds were deposited for beacon and 2022 pavement. Senior accountant suggested depositing in 7050 under grants. Last two pages of the report show full fund balances. Report format remains inconsistent without city staff. Matt motioned to approve the June financial report, second by Ryan. No opposition, motion carried.
4. Report from Airport Manager
 - O'Day visited airport with options for fuel pump. Installed a switch and box that required phone connection modifications. Robbie can now connect and access fuel service. Ryan mentioned he has noticed issues with sky-dive related credit card authorizations recently. Matt questioned if the issues could be related to the chip reader update. Discussion on QTPod vs. FuelMaster ensued.
 - Crack seal is done, bill has not been received yet.
 - Updated annual NOTAM form with Brian now listed.
 - Robbie needs to order more parts for runway lights. He received a \$1,500 quote for new lights.
 - Big City carousel had issues again. The discs shifted and fell off the casters. Robbie enlisted Diamond Home Specialties to replace casters and it is working now.
 - AC not working in tractor. No power to AC clutch. Matt motioned to allow Robbie to contact shop (Titan) to repair.
 - Robbie asked about haying in spots at the airport. Brian approved Robbie haying. Ryan requested timely removal of bails. No other opposition.

5. Capital Improvement Planning

- Brief recap on hangar home development options, but seems too early to do much planning.
- Robbie to call Adam regarding future runway overlay. Recommends capital improvement meeting this fall.

6. 2023 Airport Open House (Fly-In)

- Robbie talked to Ryan Meyer an EAA, and they offered to coordinate breakfast. Matt recapped notes on fly-in last year. Robbie to talk to Ryan again about more details. Matt will update last years flyer with 2023 event info.

7. Non-Agenda Items:

- Robbie will be gone ~Aug 24-28th
- Ryan may not make the next meeting.
- Matt provided draft member terms updates.
- Brian mentioned he would be willing to step down as President as he is not as involved at the airport and offered take up the position as secretary. Matt recommended tabling that for a full authority discussion.

Meeting adjourned by Josh at 6:20pm



Brian Christl-Chairman



Matt Retka-Secretary