

**West Fargo Airport Authority Meeting**  
**Date: October 26<sup>th</sup>, 2023**  
**West Fargo Airport – 5:30 PM**

**Members Present:**

Brian Christl, Josh Gilleland and Matt Retka

**Members Absent:**

Ryan Becker and Ivy West

**Others Present:**

Airport Manager/Robbie Grande & Bill Schafer

1. **Brian called the meeting to order at 5:35pm.**
2. The Minutes from the September 28<sup>th</sup>, 2023 meeting were reviewed.  
Josh motioned to approve the minutes as written. Second by Matt. All in favor, none opposed, motion passed.
3. The monthly Budget and Income report was reviewed through September. The 7040 balance is missing from the front page summary, but included and appears accurate on end statement pages. Robbie has been communicating with new city financial department staff, including Sheena Olsen, and would like to set-up a face to face meeting to include one of the authority members.

The intent of the “Property Tax” vs. “Discount Property Tax” revenue line items was questioned, as it is unclear why there are two separate categories for this.

Matt motioned to approve the financial report, second by Josh. No opposition, motion carried.

4. **Report from Airport Manager**  
Bill Schafer stopped into the meeting shortly to ask if City could lay some gravel on 19<sup>th</sup> avenue north of the airport property. Authority discussed if the City has responsibility to maintain that section of road and why it is often neglected.
  - WFPD conducted one day pit maneuvers on Thursday October 12<sup>th</sup>. They have taken out 3 taxi lights this year and have offered to reimburse the airport accordingly. Josh questioned the effects on training on the seal coat.
  - Robbie talked to manager at LaMoure airport regarding heavy duty ASI specialty Seal Coat. It was reported that the seal coat seemed to hold up well but is more gritty and may have different effects on aircraft tires.
  - Pay loader was delivered and blade installed Monday. New cutting edges installed yesterday. Had to clean up the blade and fittings and is ready for snow now.
  - Mailbox was hit again. This time fixed with new poles and reflective tape.

- Proposed CUP for easement to adjacent residence was discussed but has not officially been brought to airport authority attention for action yet.

5. Capital Improvement Planning

Terminal building front door is drafty. Matt thinks it could be repaired with a new sill. Robbie will reach out to contractor for repair or replacement.

6. Non-Agenda Items:

- Next meeting scheduled for Thursday November 30<sup>th</sup>.
- Airport Authority member terms have not been updated on the city website yet. Robbie unsure if the emailed copies of the minutes have been received at the city.
- Ryan Becker still absent due to work overseas.

**Meeting adjourned by Brian at 6:14pm**

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Brian Christl-Chairman

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Matt Retka-Secretary