

West Fargo Airport Authority Meeting

Date: May 25th, 2023

West Fargo Airport – 5:30 PM

Members Present:

Brian Christl, Josh Gilleland (via phone), Matt Retka, and Ryan Becker

Members Absent:

None

Others Present:

Airport Manager/Robbie Grande, Dan Loegering & Ivy West

1. **The meeting was called to order at 5:35pm.**
2. The Minutes from the April 27th, 2023 meeting were reviewed.
Ryan motioned to approve the minutes as written. Second by Brian. All In favor, none opposed, motion passed.
3. The monthly Budget and Income report were reviewed for April. The fund balances were included on separate pages. Dan asked about Fuel Master replacement which Airport Authority has active down-payment for Q3. Josh motioned to approve the April financial report, second by Brian. No opposition, motion carried.

[Brian re-arranged the meeting agenda to accommodate Josh' s schedule]

4. Capital Improvement Planning
 - Robbie has crack cleaning and seal bid for \$12,790. The work would be conducted in July. Ryan motioned to accept the bid, Matt second. All in favor, motion passed.
 - May 30th meeting scheduled with City Planner director re potential hangar homes at the airport. Josh explained some developers continue to have interest. Discussion on Kindred and Hillsboro airports ensued.
5. Elections for Airport Authority
One of two nominations, Ivy West, was in attendance. Ivy gave introduction and explained her aviation background and history with West Fargo area. Airport Authority voted in Ivy West (4) vs. Derek Hoeschen (0). Matt and Robbie to coordinate Ivy's appointment and application with City of West Fargo.
6. 2024 Budget Review
2024 Budget submitted as approved during the April meeting.
7. Report from Airport Manager

- Fire Inspection completed. Hangar #6 had some issue with no aisles for egress. This is a violation of the lease and lessee has agreed to comply soon.
- Heritage Girls day is now scheduled for June 21 at the airport from ~8:30-11:30 with lunch and other activities afterward.
- Started mowing airport grounds recently. Some areas still too wet.
- No weed spraying yet as has been too windy.
- Fuel pump still doesn't connect and no success with the Magic Jack. Dan recommended seeing if a technical could connect manually to make any updates/changes.
- Coordinating culvert fix with Oye after June 6th. Expected to be a 1 or 2 day project.
- Burger night last week had good attendance with many airplanes flying in to the airport for the event.
- City owned carousel spot being rented by potential commercial operator. It was decided this would need to follow the same agreement as 2023 flight instructor company use fees.
- The Meyers in the carousel offered to install new bottom door seal if purchased by the Airport. Matt motioned to purchase new seal for install. Ryan seconded, motioned passed.

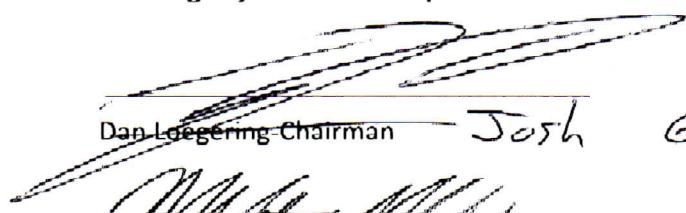
8. By-Laws Update

Draft bylaws were reviewed by City attorney and edits provided via email prior to the meeting. Hard copies distributed at the meeting. Matt questioned lack of comments re member residency section. Ryan motioned to approve the By-Laws, as edited. Matt seconded, all in favor, motion passed. Robbie to submit to City Commission for official adoption.

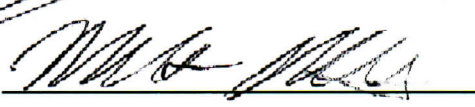
9. Non-Agenda Items:

Airport Authority presented Dan a gift (aviation themed desk business card holder) for his service to the airport.

Meeting adjourned at 6:15pm


Dan Loegering-Chairman

Josh Gillett


Matt Retka-Secretary