

West Fargo Airport Authority Meeting
Date: April 27th, 2023
West Fargo Airport – 5:30 PM

Members Present:

Dan Loegering, Josh Gilleland, Matt Retka, and Brian Christl

Members Absent:

Ryan Becker

Others Present:

Airport Manager/Robbie Grande

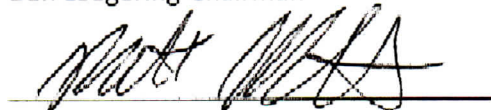
1. **The meeting was called to order by Dan Loegering at 5:32pm.**
2. The Minutes from the March 30th, 2023 meeting were reviewed.
Brian motioned to approve the minutes as written. Second by Josh. All in favor, none opposed, motion passed.
3. The monthly Budget and Income report were reviewed for March. The City is using a third-party consultant. The budget report for the airport accounts includes only part of what is usually provided, and does not report fund balances. Nothing included for Capital Reserve Funds. Matt questioned approving this incomplete statement. Report tabled, no additional comments.
4. **2024 Budget Review**
City of West Fargo provided preliminary budget spreadsheet on April 21, and requested department submittals by May 4th. 2024 budget items were reviewed. Josh recommended some increases commensurate with cost of living percent increases. Discussed future mill & overlay budget process. Airport Authority proposing \$2,725 total annual budget increased from 2023 specifically for insurance and capital improvements. Josh motioned to approve the budget with the two discussed increases. Brian seconded. All in favor, motion passed. Matt will provide electronic copy of final budget to Robbie to submit.
5. **Report from Airport Manager**
 - Loader returned on the 14th of this month. 124.5 hours total. Robbie will meet about options next year.
 - WFPD asked to use the airport for Pit maneuver training again this June on the 1, 2, 5, and 20th. Discussion ensued re airport closing. Authority agreed to accommodate police on 3 days.
 - American Girls club airport day scheduled for June 20th, 9-11 and 12:30-1:30. May look to reschedule due to WFPD training.
 - Good melt scenario for flood this year. Water made it to the runway turn-around, but everything else stayed dry.

- Robbie lost ability to dial fuel pump, and cannot currently access for price changes. Dan inquired about fuel master upgrade, which may be available later this year. Josh asked about manual connection to fuel pump. Potential for "Magic Jack" to solve connection issue.
 - Robbie will be doing some maintenance and fix mailbox poles.
 - Fire Marshal Inspection is on May 3rd.
 - City will grade gravel airport roads once it dries out more.
 - Carousel tenant asking if overhead door seal can be replaced.
6. Capital Improvement Planning
- Robbie to get bids for upcoming crack seal.
 - Oye provided bid for culvert repair with two options. One for culvert extraction and foam to new installation specs, the other for only re-leveling. Brian motioned to \$25,500 bid for first option to new specs. Josh seconded. All in favor, motion passed.
 - Robbie called Andrew at Moore re runway mill and overlay process. Recommends scheduling a CIP meeting with the State NDAC this summer if shooting for 2025 construction.
 - Hangar #17 is for sale. General discussion on airport and hangar development followed.
 - Matt would like to have a meeting with the City Planning and Zoning re airport and surrounding property plans. Josh to follow-up on meeting.
7. By-Laws Update
- Robbie reached out to Emily at the City but is unsure who is still employed at City Hall to talk to. NDAC provided some historical documents but does not have copy of By-Laws. Dan suggested sending draft By-Laws to City and will provide Robbie a copy to send in.
8. Elections for Airport Authority Positions.
- Currently have two nominations to fill vacancy: Derek Hoeschen and Ivy West. Neither individual was in attendance to accept a nomination and decision tabled until next meeting. Josh nominated Brian for Chairmen, Matt seconded. None opposed, motion passed. Other members to remain in current positions.
9. Non-Agenda Items:
- None

Dan adjourned the meeting at 7:02pm



Dan Loegering-Chairman



Matt Retka-Secretary