

West Fargo Airport Authority Meeting

Date: November 30th, 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

1. **Brian called the meeting to order at 5:30pm.**
2. **The Minutes from the October 26th, 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 October. Robbie still interested in scheduling a meeting with new financial department. Robbie explained recent electrician bill. Matt asked if annual loader lease payment is expected to come before 2023 year end and Robbie thought not until January 2024. 7040 account balance is 389,008 and 7050 is \$448,005. Josh inquired if past monthly balances are available and Authority reviewed YE 2022 report. Josh motioned to approve the financial report, second by Matt. No opposition, motion carried.**
4. **Capital Improvement Planning**
 - **New Fuel Master unit shipped and should arrive next week. Same price as originally quoted ~3 years ago and will hopefully fix recent issues and be compliant with new credit card requirements.**
 - **Pavement: Robbie requested quotes for surface re-sealing and met with one company that has specialized process. Current condition of pavement would likely necessitate micro surface grind. NDAC commented that micro-surfacing is costly, and NDCC requires Prof. Engineer and public bidding process for projects exceeding \$200,000. Matt question effects of coarse surface on soft tires & winter/snow operations. NDAC also notified airport about potential reductions to available grant funds to crack seal & seal coat reimbursements due to increase costs. NDAC wants to see another ~6 years on existing runway but authority will compare costs, lifespans and ROI. Authority would like to investigate options for old seal coat removal.**

5. Report from Airport Manager

- Terminal door needs a new threshold.
- Blue Tractor ready to go for snow removal at the airport.
- Corn stalks from field to north inundate airport during windstorm before Thanksgiving.
- One person interested in building a new hangar. Building codes and airport hangar policy discussed.

6. Non-Agenda Items:

- Matt provided authority info from NDAC re airport training/e-learning program.
- Next meeting would normally be December 28th, but some members unable to attend. December meeting will be cancelled, and Authority will assemble again January 25th. Member position election to be held at next meeting in January.

Meeting adjourned by Brian at 6:17pm



Brian Christl-Chairman



Matt Retka-Secretary