

West Fargo Airport Authority Meeting
Date: April 23rd, 2024
West Fargo Airport – 5:30 PM

Members Present:

Brian Christl, Josh Gilleland, Ivy West and Matt Retka

Members Absent:

Ryan Becker

Others Present:

Airport Manager- Robbie Grande

1. **Brian called the meeting to order at 5:30pm.**
2. The Minutes from the March 28th, 2024, meeting were reviewed.
Matt had made minor edits to dates since draft went out. Josh motioned to approve the minutes as written with edits. Second by Ivy. All in favor, none opposed, motion passed.
3. The current monthly Budget and Income report through March was reviewed. Robbie mentioned another staff turn-over at City finance department. No issues with fund balances. Operating fund (7050) current balance is \$624,632. Capital Reserve fund (7040) balance is \$404,557. Matt motioned to approve the financial report. Motion seconded by Josh. All in favor, motion carried.
4. **2025 Budget**

Matt provided proposed budget as discussed during the previous Authority meeting and summarized yearly totals. This budget assumed some of the budget for potential re-surfacing work proposed in 2025 would be withdrawn from the Capital reserve fund and not included in 2025 budget request. No other comments. Josh motioned to submit the 2025 budget, totaling \$185,945. Ivy seconded, none opposed. Robbie offered to submit the completed spreadsheet to the City
5. **Capital Improvement Planning**
 - Robbie looked at Norma Co. airport asphalt near Ada, MN, which had micro mill re-surface done not long ago, and had some concerns about its condition. Discussion on asphalt repair methods and contractors ensued.
 - Moore is putting together a design package for proposed asphalt work at the WF airport and submitted grant application to NDAC for design work in 2024
 - Robbie obtained an estimate for back access gravel road repair and improvements from BottomLine Excavating. Matt asked some question about the quote and recommended getting an engineer or second opinion on the process. Robbie mentioned contractor unsure of their ability to complete work in single mobilization.

6. Report from Airport Manager

- Airport NOTAM closed May 2 & 3 from 1500-2300 local (3-11pm) and June 4, 8am-4pm.
- PAPI fixed
- 2023 NDAC grant was submitted with 50% cost share request on \$14,685 and \$6,395 airport expenses, and 70/30 request from engineer on \$25,200 in potential design fees.
- Fuel Master update scheduled morning of May 2nd.
- Robbie will get more herbicide to spray soon
- Loader was returned
- Robbie will be getting mowers out soon and some equipment upkeep and replacement parts likely needed.

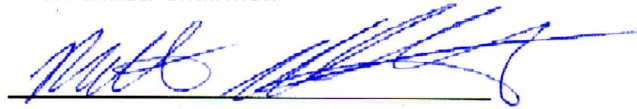
7. Non-Agenda Items

- Matt and Ivy will be gone during next regular scheduled airport authority meeting over Memorial week in May. Authority decided to cancel next month meeting. Robbie will notify Emily at City Hall of the cancellation.

Ivy motioned to adjourn meeting at 6:15pm. Josh seconded.



Brian Christl-Chairman



Matt Retka-Secretary