

West Fargo Airport Authority Meeting

Date: November 26th, 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

Commissioner Rory Jorgensen

John Mayer

1. **Brian called the meeting to order at 5:29pm.**
2. The Minutes from the October 30th 2024 meeting were reviewed. Matt had made one edit. Josh motioned to approve the minutes; Matt seconded. No oppose, motion passed.
3. **Non-Agenda Items**
 - Recapped Board terms & reserve financial funds
 - 19th Ave. will be regraded in the spring
4. **Report from Airport Manager**
 - WF Police reached out regarding another pit training in the spring. Airport Authority is happy to accommodate PD again next year, but unsure what the tarmac will be like after re-surface project in the summer
 - EAA Eagles day held Saturday the 23rd, and was well attended.
 - Robbie provided draft letters for tenant's renewals that included request for copy of insurance. Robbie suspects some tenants may have issue providing documentation of aircraft insurance.
5. The current monthly Budget and Income report through end of October were reviewed. October reports included grant funds from two 2024 projects. Next grant cycle will be open in the spring. Nothing unusual for November expenses. Discussion on transitioning aviation fuel sales currently handled through D54 to city administration in the future. Airport equipment can soon use new city gas pumps. Josh motion to approve the monthly Budget and Income reports. Ivy seconded. None opposed, motion carried.
6. **SkyDive Fargo Agreement**

Josh recapped recent meeting between airport committee, and Craig and Tina with Skydive Fargo. Agreement still in process with Skydive club. Josh to re-connect and give 1-week notice before sending final draft to city attorney for final for final review.

7. Capital Improvement Planning

Robbie provided correspondence from Moore with timeline on pavement project, which is expected to open for bid March 25th, 2025.

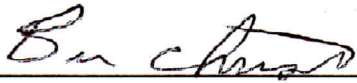
Hangar #17 Purchase Options

Robbie shared insurance information, and \$400 annual estimate for this building. Robbie also provided detailed information on rental rates at other airports in North Dakota. Matt provided cost business plan with potential revenue and expenses. A meeting with City finance might be warranted to review purchase options and reserve fund withdrawal. Matt to email Rory info to forward internally.

8. Schedule Next Meeting

Next meeting scheduled for Thursday January 2nd, and will include position elections. Matt mentioned Airport Manager 2025 salary should be reviewed, since it has been a few years since last pay increase.

Josh motioned to adjourn and Ivy seconded. Brian adjourned the meeting at 6:40 pm.



Brian Christl-Chairman



Matt Retka-Secretary