

West Fargo Airport Authority Meeting

Date: January 2nd, 2025

West Fargo Airport – 5:30 PM

Members Present:

Brian Christl, Josh Gilleland, Ivy West, Ryan Becker and Matt Retka

Members Absent:

None

Others Present:

Airport Manager- Robbie Grande

Commissioner Rory Jorgensen

John Mayer

1. Brian called the meeting to order at 5:28pm.

Brian passed meeting to Andrew Aakre at Moore, who provided an update on the runway design project. It is 80% complete with plan and specs for micro mill and asphalt, as well as crack repairs. Crack repair will be 2x2" asphalt overlay. After seal coat, surface would receive temporary markings until 4-week cure time.

Likely more than a week-long project, and Andrew was wondering about planning for runway operations. Authority said it would be best to limit primary work between Monday through Friday, with runway open for the weekends. There could also be an option for "working days", with seal coat complete by September 1st and Oct 1st completion date for remainder of work. Discussed option for Mon-Fri working days, not to include consecutive Fridays and no exclusions dates. Liquidated damages and insurances was discussed. Construction safety plan will be submitted to FAA 45 days before bid opening. Bid opening set for end of March, with grant applications due early April. Construction likely in July or August. Robbie asked about lighted X markers. Matt asked about engineers estimate-which Robbie and Andrew provided. P608H heavy larger aggregate is likely most appropriate application.

2. The Minutes from the November 26th, 2024 meeting were reviewed. Ryan motioned to approve the minutes; Josh seconded. No oppose, motion passed.

3. Non-Agenda Items

None

4. Report from Airport Manager

- Fuel pump is having issues, and receipt printer not working. It is currently pumping.
- Fuel pump has yearly subscription renewal. Airport Authority had issue with lack of consistent operation and high fee of subscriptions. City of West Fargo pumps supplier was discussed.
- Insurance certificates are coming in.
- Snow plowing equipment running good.

5. The current monthly Budget and Income report through end of November and draft reports for December were reviewed. Property tax payments were submitted but not posting on reports yet. 7040 account balance at \$440,202 and 7050 at \$499,281. Moore invoice received for \$13,300. Authority approved Robbie to pay. Ryan motion to approve the monthly Budget and Income reports. Ivy seconded. None opposed, motion carried.
6. **Airport Fuel Services**
Robbie's D54 business has historically been buying & selling fuel at the airport, but Robbie would like the City to consider managing that in the future. An additional \$575 in product insurance would be required. City has 1st International Bank account to accept deposits. Rory mentioned it would likely be two separate accounts, each ear-marked for revenue and expenditure. Perto Serve would be the fuel distributor, and Robbie would continue to monitor the pump. Robbie provided forms to City for potential switch. Josh mentioned having a set transition date to transfer ownership. Josh motioned to approved transfer of fuel system from D54 to City of West Fargo pending transfer date. Ivy seconded. All in favor, motion passed.
7. **SkyDive Fargo Agreement**
Josh has not heard back from SkyDive Fargo since last meeting and provided updated copy of the draft agreement. Airport Authority agreed to provide agreement to City Attorney for review, and Josh will send. Rory said he would forward to the City on behalf of the airport.
8. **Capital Improvement Planning**
Hangar #17 Purchase Options
Josh mentioned he talked to a banker about bonds and Kentic leasing options, if financing was needed. Rory received response from City Finance Dept on December 17 but still awaiting additional follow-up answers on options to acquire funds to purchase hangar. Matt expressed concerns regarding financing with the City as Grantor and mentioned Airport has adequate funds to pay cash. Robbie to talk to hangar owner again about situation.
9. **Airport Member Position Elections**
Robbie put in a nomination for Matt Retka to serve a second term. Josh asked if there were any other nominations, of which there were none. Josh motioned to re-appoint Matt, Ivy seconded. None opposed, motion passed and Matt accepted.

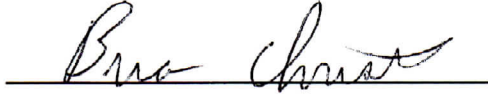
Josh motioned to cast a unanimous ballot with Brian as president. No opposition and no other nominations were presented. All in favor, motion carried.
10. **Airport Manager Salary Review**
Matt asked if Robbie recalled when last time he received a salary adjustment, and Robbie thought it was 3 or 4 years ago. Rory mentioned average cost of living expenses was over 3% this year. Airport Authority discussed options to make up for more than just the one year cost of living increase.

Ryan motioned to increase salary from \$3,600 to \$3,800 per month for 2025. Josh seconded. All in favor, motion passed.

11. Schedule Next Meeting

Airport Authority to get back on normal schedule with January 30th meeting

Brian adjourned the meeting at 7:15 pm.

A handwritten signature in cursive script, appearing to read "Brian Christl", written over a horizontal line.

Brian Christl-Chairman

A handwritten signature in cursive script, appearing to read "Matt Retka", written over a horizontal line.

Matt Retka-Secretary