

WEST FARGO AIRPORT AUTHORITY MEETING

Date: Thursday April 3rd, 2025

5:30 PM- West Fargo Airport Public Terminal

Members Present:

Brian Christl, Ivy West, Josh Gilleland and Matt Retka

Members Absent:

Ryan Becker

Others Present:

Airport Manager- Robbie Grande

Commissioner Rory Jorgensen

John Mayer

Andrew Aakre, Moore Engineering

1. Brian called the meeting to order at 5:35 pm

Meeting Agenda was reordered to have Andrew w/Moore talk about construction project:

Re-surface Project Bid Reviews

Andrew from Moore gave recap of the three bids received, which closed March 25th. There were two alternates, and Asphalt Surface Tech was low bidder for both. NDAC was notified and commented that slurry seal would likely extend life and was more economical. Low bid was \$397,871. Proposed project schedule is June 9-19th. Moore recommends award contingent on NDAC grant. Gilleland asked about airport operations and Andrew thought airport would need to be closed for majority of the project. Retka asked about surface conditions and slurry seal would be less abrasive than the P608H heavy. Andrew mentioned bid window stays open for 90-days.

Gilleland motioned to award Base bid plus alternate to Asphalt Surface Technologies, contingent upon NDAC grant funding, Ivy seconded. All in favor, none-opposed. Motion passed.

Andrew described Moore's proposal to do construction oversight and engineering services. \$10,000 likely required for construction engineering. Gilleland asked about tailoring proposal with estimated 1/2 construction observation costs.

2. The Minutes from the February 27th, 2025, meeting were reviewed. Gilleland motioned to approve the minutes; Ivy seconded. No opposed, motion passed.

3. Capital Improvement Planning

Hangar #17 Purchase Agreement

Robbie provided purchase agreements to Barret and forwarded to City. This is on the WF consent agenda for Monday 4/7 meeting at 5:30pm. Proposed closing date is 4/30. Assuming it

is approved, WFAA would have to start discussing lease agreement details. Recent legal fees were \$2,500.

4. Skydive Fargo Agreement Updates

Skydive Club president communicated to Gilleland that they are working with USPA (Parachute Association) to determine if proposed agreement is in-line with FAA requirements. WFAA discussed that it has taken too long and believes the airport has authority to govern leases and operators beyond FAA rules.

5. Report from Airport Manager:

- New printer installed from fuel master and fuel pump is finally working properly
- Accounts receivable process with fuel transfer to city seems to be going smooth
- Talked to Bottom Line contractor about gravel road maintenance. He said not necessary to add gravel material each year, but did recommend to drag it periodically. Current WFAA owned drag is wore-out and needs repair. Rory asked what plan is for milled material and WFAA will explore options to store and use milled asphalt material for maintenance. Robbie looking for options to fabricate a drag.
- Recommendations were made to increase city hangar insurance coverages. Discussion ensued. Gilleland inquired about renters' insurance. Insurance coverage topic was tabled until next meeting.

6. Monthly Financial Report Review

The current monthly budget and income statement were reviewed for February & March. Discussion about fuel line item was discussed. Gilleland motioned to approve, Ivy seconded. All in favor, motion carried.

7. 2026 Annual Budgeting

WFAA went through each line item for 2026 budget. Some adjustments from 2025 were made. Property insurance expected to increase. Fuel purchases will increase annual cost ~\$35,000 but will generate +8% revenue from sales. New line item was added for fuel to the budget. Gilleland motioned to approve \$218,805 budget for 2026. Ivy seconded. None opposed, motioned passed.

8. Non-agenda Items

None

9. Next Meeting scheduled for normal time on April 24th.

Brian adjourned the meeting at 6:50 pm.

Brian Christl

Brian Christl-Chairman

Matt Retka

Matt Retka-Secretary