

WEST FARGO AIRPORT AUTHORITY MEETING

Date: January 22nd, 2026

5:30 PM- West Fargo Airport Public Terminal

Members Present:

Josh Gilleland, Ryan Becker, Matt Retka (phone), Ivy West and John Mayer

Members Absent:

None

Others Present:

Airport Manager- Robbie Grande, Dylan Dunn from Moore Engineering

1. Josh Gilleland called the meeting to order at 5:30 pm.

2. Previous Minutes Approval:

The Minutes from the December 3rd, 2025 meeting were reviewed. West motioned to approve the minutes. Becker seconded. None opposed, motion passed.

3. Non-Agenda:

Matt Retka suggested discussing an annual increase in the contract fee for the Airport Manager. West made a motion to approve a 3% (\$114/mo) raise. Motion was seconded by Mayer. None opposed, motion passed.

4. WFAA Position Elections (Chair, Vice Chair, Secretary):

Becker made a motion to nominate Josh Gilleland as the Chair, John Mayer as Vice, Matt Retka as Secretary, West seconded. None opposed, all in favor, motion passed.

5. Monthly Financial Report Review:

The financial reports through December were reviewed. Robbie summarized some of the unique line-item expenses. Upcoming \$1,440 payment for the SynTech subscription was discussed. Ending balances are \$175,937 for Construction and \$695,538 in operating fund.

Mayer motioned to approve the monthly financial report, Becker seconded. All in favor-motion passed.

6. Capital Improvement Planning:

Dylan Dunn from Moore Engineering briefed the board on the pavement resurfacing project concerns and the accompanying change-orders. It was noted that reflection cracks have appeared on the runway four months after the last project.

- Board discussed retaining some payment from the contractor until the overspray on hangar doors is satisfactorily resolved.

- Becker made a motion to approve a \$40-60k retainer, pending the results of a quote and final hangar count, Mayer seconded. All in favor, none opposed, motion passed.
- Mayer made a motion to approve Change-order 2, West seconded. All in favor, none opposed, motion passed.
- Mayer made a motion to approve Change-order 3, West seconded. All in favor, none opposed, motion passed.
- Mayer made a motion to approve the contractor's Application for Payment contingent on the completion of the Payment Adjustment Worksheet, West seconded. All in favor, none opposed, motion passed.

Dylan is also going to assist in writing the grant application for 2026 to apply for state funds for the ramp crack-sealing project.

7. Report from Airport Manager:

- Cutting edges on the blade have worn prematurely with the new ramp surface. Robbie recommended buying "standard" cutting edges vs. the "segmented" edges. Becker made a motion to approve the Airport Manager to purchase new Standard cutting edges up to a cost of \$6,000, West seconded. All in favor, none opposed, motion passed.
- Septic tank partially pumped twice but only charged once because contractor will be unavailable for a few weeks due to a medical procedure.
- State grant applications are due on April 8th. Robbie will complete an application for crack-seal to be done this summer.
- Hangar door repair was accomplished.
- Skydive Fargo: Ashley Erdman is the new president. The annual skydiver fee was received but was lower than in the past.
- Hangar Space: A discussion was held regarding Josh renting a spot in the hangar. Space may be unavailable if another aircraft owner moves a Bonanza in.

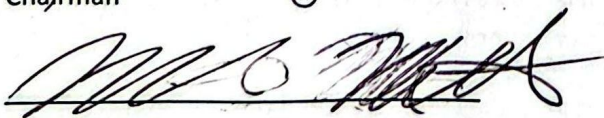
8. Next Meeting:

The next meeting is scheduled for February 26th.

Gilleland adjourned the meeting at 6:28 pm.



 Chairman



 Secretary