

West Fargo Airport Authority Meeting
Date: March 31st, 2022
West Fargo Airport – 5:30 PM

Members Present:

Dan Loegering, Brian Christl, Matt Retka and Ryan Becker

Members Absent:

Barrett Irving

Others Present:

Airport Manager Robbie Grande, Others: Mandy George and Josh Gilleland

1. **The meeting was called to order by Dan Loegering**
2. The minutes from the February 24, 2022 meeting were reviewed.
Motion by Ryan to approve as written, second by Brian. All in favor, motion passed.
3. The monthly Budget and Income reports as of Feb 28th, 2022 were reviewed. No additional questions or comments.
Motion by Brian to approve, second by Ryan. No opposition, Motion carried.
4. Preliminary 2023 Budget
Reviewed draft budget, started with a 4.5% increase for expenses. Few adjustments to follow and Matt will revise and re-send. Matt motioned to approve \$43,200 annual fee for airport management contracting services, a \$300 monthly increase. Brian seconded. All in favor, motion passed.
5. Fly-ND (NDAA) Update/Recap
Matt and Robbie attended the event on March 7. Matt recapped the Bank of ND infrastructure loan program and NDAC Hangar funding grant presentations. Dan approved reimbursement for event registration. Non opposed.
6. Report from Airport Manager:
 - New door schedule soon on carousel 1W hangar.
 - Josh from hangar #15 attended to request approval for new 1,000 gal propane tank installation. Ryan motioned to approve new tank installation by manufacture recommendations and City codes. Dan seconded. All in favor, motion passed.
 - Pay Loader scheduled for return on April 15th.
 - Fuel chip upgrade scheduled for some time in May. Dan mentioned “fuel cloud” upgrade should be an option.

- Skydive Fargo phone line has had issues, and results in issue with fuel terminal connection.
 - State Grant application includes reimbursement request for 2021 crack seal and the new snow blade.
7. Capital Improvement project
- New pavement condition survey results not yet published. Last overlaid in 2010 and typical lifespan is 15-20 years.
 - Received 2 bids for 2022 crack seal and seal coat. Sent a 3rd RFP, but heard no response. Bid proposals were similar, but JB Surfaces was slightly cheaper. Brian motioned to approve JB bid, Ryan seconded. None opposed, motion passed. Robbie will get on the schedule soon.
 - Hangar project discussed. Robbie will request a copy of the Hillsboro application for reference. Matt will include Hangar Project as separate agenda item on subsequent meeting agendas.
8. Non Agenda Items:
- Robbie to request next secretary salary go to Barret.
 - Matt mentioned to start thinking about West Fargo Fly-In and start the planning sooner this year.
 - Local EAA chapter Young Eagles flights are planned monthly this summer. Next event in May is slated to be held at West Fargo Airport.

Dan Adjourned the meeting at 6:25pm

Dan Loegering-Chairman

Matt Retka-Secretary