

West Fargo Airport Authority Meeting
Date: October 27th, 2022
West Fargo Airport – 5:30 PM

Members Present:

Dan Loegering, Matt Retka, and Brian Christl

Members Absent:

Ryan Becker & Barrett Irving

Others Present:

Airport Manager/Robbie Grande, Josh Gilleland

1. The meeting was called to order by Dan Loegering at 5:30pm

Dan started the meeting by adding agenda item #4B for operating agreement updates.

2. The Minutes from the September 29th, 2022 meeting were reviewed.

Motion by Brian to approve as written. Second by Matt. All in favor, none opposed, motion passed.

3. The monthly Budget and Income report as of September 30, 2022 were reviewed. Dan inquired about potential new financial person at the City of West Fargo. Robbie mentioned he expects invoice for the payloaders lease soon. Airport looks like it may have a budget surplus this year, which will be saved for capital improvement project expenses expected in the next few years. Brian motioned to approve the September financial report, second by Matt. No opposition, motion carried.

4. Report from Airport Manager:

- Robbie provided, and Dan read, Barrett's resignation letter.
- Robbie has been working on Red mower which has a leak yet.
- West Fargo police are done with their Pit training at the airport. Police reported the controlled environment of the airport facility worked well for the trainings and they are planning to do more trainings again next year.
- Payloaders was delivered mid-October.
- Robbie will get some gravel to spread on the access road.
- Runway light parts delivered.
- Vacuum broke and will be replaced soon.
- Airport fuel tank was empty for a couple of days but was recently filled.

4B: 3 existing businesses at the airport have operating agreements that are due for renewal. Additionally, one flight instruction outfit has recently been basing operations at the airport.

1. SkyDive Fargo agreement is ~25 years old and needs to be updated. Some of the language is now obsolete. Authority proposed to amend to a 5-year term, including an

indemnity clause, to be consistent with other operating agreements. Member fee increase from \$5 to \$10 was also discussed. Authority will discuss proposed changes with SkyDive Fargo prior to drafting a new agreement for signatures.

2. Aerial Applicator- no proposed changes.
 3. Delta 54 needs updates to the previous agreement per previous approved annual rate and fuel surcharge increases.
 4. Price Flight Services operations were discussed. Decision to implement an operation agreement was tabled to invite the business to the next Airport Authority meeting.
5. Capital Improvement Planning
- Authority is still interested in a public hangar project but struggling with the current building costs. Purchase of existing hangar on the airport was mentioned. The timing and cost for a runway overlay was also discussed.
6. Future Meeting Schedule & Nominations
- Due to Thanksgiving holiday, the November meeting was rescheduled for Tuesday, November 29th, 5:30pm at the terminal. Alternate times were suggested to accommodate Matt.
 - Brian nominated Josh Gilleland for a fill-seat on the Airport Authority. Matt nominated Derek Hoeschen. Josh was present to give an introduction. Authority voted Josh in 3-0. Matt to email Josh boards/commissions form for him to complete and return to the City of West Fargo.
 - Nominations for authority positions will take place during the December meeting.
7. Non-Agenda Items:
- Matt mentioned the Airport Cooperative Research Program webinar that was provided by the NDAC. Matt to forward info to Dan.
 - ND Airport Association has an upcoming meeting. West Fargo not planning to attend.
 - Josh asked if hangar homes are an option at the airport. Dan explained this would require re-zoning. Airport property boundary and ALP discussion ensued.
 - Dan described a recent skydiver off-airport landing he witnessed.
 - Dan inquired about new LP tank at Hanger #4. Authority approved, pending all building and fire code requirements are followed.

Brian motioned to adjourn. Dan adjourned the meeting at 6:58 pm

Dan Loegering-Chairman

Matt Retka-Secretary