

West Fargo Airport Authority Meeting
Date: November 29th, 2022
West Fargo Airport – 5:30 PM

Members Present:

Dan Loegering, Matt Retka, Josh Gilleland, Ryan Becker, and Brian Christl

Members Absent:

None

Others Present:

Airport Manager/Robbie Grande, Mandy George and multiple other airport business operators.

1. The meeting was called to order by Dan Loegering at 5:35pm

Chairman Dan started the meeting by revising the order of the agenda for Lease agreement guest attendees.

2. The Minutes from the October 27th, 2022 meeting were reviewed.

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

3. There are 3 current commercial operating agreements due for renewal. The Airport Authority is attempting to standardize and update the three current operating leases and add a 4th for a flight instruction company using the airport. A draft copy of the lease was provided to all in attendance at the meeting for review. Edits were proposed to Page 4-section 6a. Page 5 section 8 will be specific to each operator, proposed to be an addendum by Josh. Mandy inquired if the leases required a West Fargo consent agenda approval. Airport Authority understood this likely isn't required but noted it as a good idea. Page 3 line 4a was discussed and determined to be left as is. Dan asked if a flat fee per operator is appropriate. Ryan stated he supported a standard flat fee. Josh proposed a bracket fee schedule based on gross revenue. Discussed conditions for flight instructor base location. Two other minor grammar errors on page 1 and 6 were addressed. Authority examined that with only a few operator leases, to keep rates similar to previous agreements. No other comments to the draft lease agreement.

Matt motioned for a \$250 annual fee and 10 cent per gallon fuel surcharge with the Delta 54 lease. Brian seconded. All in favor, motion passed.

Brian motioned \$1,000 per year for applicator lease, Ryan seconded. All in favor, motion carried.

Debate between annual fee or per-jumper schedule for Skydive Fargo. Chris mentioned he would prefer a flat fee. Matt mentioned he favored the per-jumper rate. Brian motioned for \$5 per new student jumper and \$5 per tandem. Josh seconded. All in favor, motion passed.

Authority discussed rates for new flight instruction business with Jessy Price. Ryan motioned for \$200 per year, Brain seconded. All in favor, motion carried.

Leases will be revised accordingly and invoices will go out in December. The land lease for Skydive Fargo was also provided.

4. The monthly Budget and Income report as of October 31, 2022 were reviewed. Dan mentioned the budget was sitting good going into December. Josh inquired about interest rates on the accounts. Ryan motioned to approve the September financial report, second by Josh. No opposition, motion carried.
5. Report from Airport Manager:
 - Spread gravel before snow hit
 - Runway was icy for a few days but no plans to treat
 - Culvert on taxiway to runway needs replacement
 - Hangar 4W will be for sale via auction soon
 - Gas pump out of service. Oday could not fix. It was mentioned the emergency shutoff switch may be the culprit
 - FAA camera program discussed. Airport Authority not interested at approx. \$20,000 buy-in, and does not have needed internet connection
 - NDAC looking for airport of the year nominations
6. Capital Improvement Planning
No change from last meeting. Dan mentioned option to purchase existing hangar and rental prices were discussed. Dan asked Robbie to get quotes for the taxiway culvert replacement.
7. Non-Agenda Items:
 - Josh requested a copy of the ALP for potential hangar home considerations. Drainage/Flooding issues were discussed, as well as business development at the lagoons. Hangar homes not allowed on federal funded airports but WF would qualify.
 - Dan mentioned the official copy of the Bylaws are missing from the authority files. Dan provided a new draft of bylaws. Proposed dropping treasurer position since this is managed by the City of West Fargo accountant. Library bylaws were referenced, and Matt asked if City boards and commissions require members to be residents of West Fargo. Dan to ask the city if any copy of the Airport bylaws are filed at the courthouse.

Josh motioned to adjourn. Dan adjourned the meeting at 6:55 pm

Dan Loegering-Chairman

Matt Retka-Secretary