

West Fargo Airport Authority Meeting
Date: February 28th, 2019
West Fargo Airport – 5:30 PM

Members Present:

Wade Swenson, Brian Christl, Matt Retka, Dan Loegering, Mark Simmons

Members Absent:

Barrett Irving

Others Present:

Airport Manager Robbie Grande

1. **The meeting was called to order by Wade Swenson.**
2. The minutes from the January 31st meeting were approved as written.
Motion by Dan & Second by Brian.
3. The monthly Budget and Income reports as of 2/28 were reviewed.

Members still had difficulty discerning account funds ending balances. Mark mentioned he would follow-up with Jim Larson, the Finance Director for West Fargo to work on revising balance statement formats. Airport Authority differs approval of the monthly budgetary report pending clarification.

4. Monthly expenditures are now incorporated in the monthly financial review per new policy to allow immediate approval of bills by the Airport Manager or other Airport Authority Board Member. One comment was that the \$139.39 expenditure for "Airport Taxes" should be more specific in the future. Brian motioned & Dan seconded to approve the monthly expenditures on the monthly budget reports.
5. ALP
 - Received progress report from Moore Engineering
 - NDAC grants are due April 9th and will include request for ALP cost-share funding
6. Report from Airport Manager:
 - Still busy moving snow-running out of spaces for snow piles
 - Scheduled meeting with West Fargo Commissioners and Staff to discuss conditional use permit and finances
 - Message into West Fargo City Public Works director regarding potential fire hydrant.

7. Non-Agenda Items:

Discussed upcoming fly-in event ideas for 2019 at the airport and potential for airplane rides. Plan to follow-up with Melissa on the West Fest schedule of events and potential promotional ideas. Mark mentioned attending new West Fargo Hornbachers Grand-opening.

Motion to Adjourn by Matt and Second by Dan. Meeting was adjourned at 6:45pm.

Wade Swenson-Chairman

Matt Retka-Secretary

[Minutes prepared by Matt Retka]