

West Fargo Airport Authority Meeting
April 26th, 2018
West Fargo Airport – 5:30 PM

Members Present:

Tim Stolz, Dan Loegering, Wade Swenson, Brian Christl, Matt Retka, Barrett Irving

Members Absent:

None

Others Present:

Airport Manager Robbie Grande, Lee Erikson:

1. **The meeting was called to order by Wade Swenson**
2. The minutes from the March meeting were reviewed.
Motion by Tim and Second by Brian to approve as written. None opposed
3. The monthly Budget and Income reports as of April 18th and printed April 25th were reviewed. Questions were raised about the duplicate charges from Waste Management. Board will review next month to assess and request a credit from the company if warranted.
Motion by Dan to approve the budget report as printed, Second by Tim. None opposed.
4. Dan moved and Brian seconded to approve the following bills:

Cass County Electric Coop	\$387.93
Century Link	\$56.68
Waste Management	\$89.47
Petro Serve	\$116.99
D54 Aviation	\$3,300 \$395.34 (parts/lights)
Cass Rural water	\$None
Secretary	\$50.00
Clarks Excavation	\$175.00 (sewer pumping)
Fargo Tractor	\$ 421.43 (blade lift repair)

No opposition, Motion carried.

5. **2019 Budget**
Minor edits were made to the final draft of the 2019 budget and narrative. Tim motioned to accept the 2019 Budget Report as edited, and Barrett seconded. None opposed.

6. ALP Firm Selection Committee:

Request for Qualifications went out to multiple engineering firms. Proposals for ALP are due on May 18th. Matt Retka's employer-Wenck Associates, will likely be partnering as a local subcontractor to Helms and Associates in Helms and Associates proposal submittal. Matt Retka would therefore abstain from any involvement with the voting and decision making process in firm selection.

Dan motioned to form an ALP Selection Committee of 3 people, Brian seconded. Wade Swenson, Brian Christl and Barrett Irving volunteered to be on the committee. Robbie is to provide bids to the Committee on May 18th. The Committee will provide a recommendation to the Airport Authority Board at the May meeting. The board unanimously agreed to the formation of the ALP selection committee, as outlined.

7. Airport Manager Robbie Grande provided the following report:

- Recently stocked up on some supplies and replacement lights for the airport
- Hangar #5 asked to do some dirt work to improve drainage around the hangar. They also had complaints about access road. Discussion ensued about overall drainage at the airport along the east access road.
- Met with multiple engineering firms recently regarding the ALP Request for Qualifications
- Met with local dealer on tractor mower options and upgrades
- Bids from 3 companies for crack seals were reviewed. Dan motioned to accept the Madsen bid, Matt seconded, none opposed.
- Bids from 2 companies for road fill were reviewed. Brian motioned to approve low bidder Bottom Line, Barrett seconded. None opposed.
- Wade motioned to approve up to ten, 17 yard loads of crushed concrete for needed access road maintenance and regrading. Barrett seconded, none opposed.

8. Non-Agenda Items:

- Biannual Fly-In events tentatively scheduled for July 14th, and September 15th. Dan motioned to form a Committee for Fly-In coordination/planning. Barret Seconded. All board members volunteered to be on the Fly-In Committee. Motion passed.
- Dan volunteered to continue as a second term on the Airport Authority Board. Matt motioned to nominate Dan for a second term, Brian seconded. None opposed, motion carried.
- Board presented Tim a gift and thanks for his 24 years of service to the Airport Authority.

Motion to Adjourn from Dan, Second by Time. Meeting was adjourned at 6:30 pm.

Wade Swenson-Chairman

Matt Retka-Secretary
[Minutes prepared by Matt Retka]