

**West Fargo Airport Authority Meeting**  
**Date: July 26<sup>th</sup>, 2018**  
**West Fargo Airport – 5:30 PM**

**Members Present:**

Brian Christl, Matt Retka, Barrett Irving

**Members Absent:**

Wade Swenson, Dan Loegering

**Others Present:**

Airport Manager Robbie Grande

1. **The meeting was called to order by Barrett Irving**
2. The minutes from the June 28th 2018 meeting were reviewed.  
Motion to approve minutes by Matt, Second by Brian. Minutes were approved as written.
3. The monthly Budget and Income reports as of 7/18 and printed 7/24 were reviewed. The statements appear to be missing the Construction Account total. Based on previous account balances and transactions, it was determined that the Construction Account should currently be at approximately \$199,043.90. Motion to approve by Brian Second by Barrett. None opposed. Motion carried.
4. Matt moved and Brian seconded to approve the following bills:

Cass County Electric Coop	\$225.72
Century Link	\$57.00
Waste Management	\$91.13
Petro Serve	\$19.08 \$43.74 \$60.60 \$31.02
D54 Aviation	\$4,549.72
Cass Rural water	\$32.02
Secretary (Matt Retka)	\$50.00
TCI Insurance	\$501.00
ND Insurance Dept. (Tank Registration)	\$100.00
Bottom Line Excavating	\$1,980.00
Clarks	175.00
State Fire & Tornado Fund Insurance	\$730.58

Notes:

1. Additional D54 Aviation fees were incurred expenses for mower belt & tires, and fly-in food & prizes
2. TCI policy was for "errors and omissions" (EROM) Insurance renewal

No opposition, Motion carried.

5. Report from Airport Manager:

- Fly-in was overall good. An estimated 125 people attended. There were 19 flying participants in the Poker Run. Sanford aircraft attended the event. Donations did not cover all expenses. Total food costs were \$1405, and donations fell approx. \$700 short of covering the expense.
- Mower needed a few repairs (belt and tires)
- Many transient pilots using the airport recently
- Trapping many gophers on the property recently
- Update on TFR for Fargo Airshow

6. Non Agenda Items:

- Matt initiated discussion on purchasing folding picnic tables for future airport events. 10 to 12 composite picnic tables would negate the need for borrowing/renting tables and chairs in the future. Picnic tables could be purchased for less than \$150 each.
- Conversation on food for future fly-in concluded that potential cheaper options could be pursued. Grilling burgers & hotdogs would save money but would require additional volunteer commitment.
- WestFest is September 15<sup>th</sup> and 16<sup>th</sup>. The West Fargo Airport had previously planned on coordinating another fly-in event during WestFest, but is unlikely to do so based on logistics. Discussion ensued to start planning earlier next year.

**Motion to Adjourn by Brian and Second by Barrett. Meeting adjourned at 6:30pm.**

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Wade Swenson-Chairman

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Matt Retka-Secretary

[Minutes prepared by Matt Retka]