

**West Fargo Airport Authority Meeting**  
**Date: October 25<sup>th</sup>, 2018**  
**West Fargo Airport – 5:30 PM**

**Members Present:**

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

**Members Absent:**

None

**Others Present:**

Airport Manager Robbie Grande.

1. **The meeting was called to order by Wade Swenson.** Meeting was initiated with introductions being it was the first meeting attended by Mark Simmons, West Fargo City Commission Liaison.
2. The minutes from the September 27<sup>th</sup> meeting were reviewed.  
Motion to approve the minutes by Brian, second by Dan. None opposed.
3. The monthly Budget and Income reports as of 10/23 were reviewed. Mark Mentioned he would talk to our accountant about the format of the income reports. No additional questions.  
Motion by Dan and second by Barret to approve reports. Motion approved.
4. Brian moved and Barrett seconded to approve the following bills:

Cass County Electric Coop	\$226.04
Century Link	\$58.81
Waste Management	\$99.38
Petro Serve	\$56.10 \$114.80 \$36.66 \$32.20
D54 Aviation	\$3,596.69
Cass Rural water	\$30.13 (pre-approved by board)
Secretary-Matt Retka	\$ 50.00
Bottom Line	\$3,570.00
Clark's	\$175.00

No opposition, Motion carried.

5. ALP

The Airport received a revised proposal from Moore Eng with 2 new scope and fee tasks:

1. Airport Planning and 10-20 page narrative (\$8,100)
2. Public Meetings (\$4,200)

Discussion ensued about options to conduct some of this work internally and host a public meeting at West Fargo City Hall. Overall, the airport authority would like to proceed with the initial scope of work once confirmed NDAC has committed to predicted funding level.

Matt made a motion to contact Moore Engineering and authorize them to proceed with the Field Survey of The Airport Property. Barrett seconded-none opposed.

6. Report from Airport Manager:

- West Fargo Airport hosted a Young Eagle event on 10/16. 44 local West Fargo students participated.
- Airport Equipment was serviced, mower needs new battery
- Courtesy car insurance policy renewed and received
- Robbie asked owners of long-term outside vehicle storage to move them before winter. Discussion followed about options for them to keep cars on property and request additional parking areas be included in the ALP.
- West Fargo finance director position still vacant

7. Non Agenda Items:

- Airport Authority needs to determine if Mark Simmons position includes voting power.
- Barrett requested lease spaces #17 and #18. None opposed-request approved. He is planning to build in 2019. This will require the airport to conduct approx. 220-foot ramp extension.
- Discussion on building codes: codes need better consistency.
- Discussion on commercial operations at the airport
- Discussions on sub-lease renters. Dan motioned to change City leases to ban “subletting for profit” on future lease agreements. Brian seconded. Motion carried.

**Motion to Adjourn by Matt and Second by Dan. Meeting was adjourned.**

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Wade Swenson-Chairman

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Matt Retka-Secretary

[Minutes prepared by Matt Retka]