

West Fargo Airport Authority Meeting
Date: November 29th, 2018
West Fargo Airport – 5:30 PM

Members Present:

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

Members Absent:

Mark Simmons

Others Present:

Airport Manager Robbie Grande

1. **The meeting was called to order by Wade Swenson**
2. The minutes from the October 25th meeting were reviewed and approved as written. Motion by Dan and Second by Barrett.
3. The monthly Budget and Income reports as of November 19th were reviewed. The budget report appears to be missing the balance for the 7040 account. The airport authority would appreciate a more straight-forward and consistent format of the budget report in the future. Also note the Robbie had recently received some rent payments that will be deposited in the near future. Motion by Barrett and seconded by Brian to approve the supplied partial budget report.
4. Brian moved and Barrett seconded to approve the following bills:

Cass County Electric Coop	\$ 330.75
Century Link	\$ 58.60
Waste Management	\$ 100.00
Petro Serve	\$ None
D54 Aviation	\$ 3,300.00
Cass Rural water	\$ 35.08
Secretary-Matt Retka	\$ 50.00
Auto Owners Insurance	\$ 535.45
	\$
	\$

No opposition, Motion carried.

5. ALP Update:

- Moore has supplied preliminary Topo drawings
- The Airport Authority is working with Moore on negotiating the scope & fee of the ALP narrative and public meeting
- The authority hopes to have scope and fee finalized in December and meet with Moore again during the January meeting
- Building codes were discussed in hopes of development plans to be incorporated into the ALP. The authority plans to create a “new building requirement” cut-sheet to share these rules consistently with future hangar builders.

6. Report from Airport Manager:

- Work on new hangars commenced Nov 29th.
- Hangar #5 is requesting drainage improvements. This work likely to take-place in the spring and will involve excavation across hangar access drive-way
- Hangar #13 rental spot was discussed. The authority unanimously approved to change the size of the rented space to a single “T” area to allow more space for airport equipment and keep rent at \$150.
- The authority unanimously approved to add language that subletting for a profit is not allowed on any city-owned rentals.

7. Non-Agenda Items:

- Next meeting will be held December 27th.
- Airport Authority unanimously approved to increase rent on carousel spots 1W & 5W to \$125 starting April 1, 2019.
- The Airport Authority is researching its Bylaws and seeking advice from NDAC on voting authority for The City of West Fargo Commission Liaison.

Motion to Adjourn by Barret and second by Dan. Meeting was adjourned at 6:45pm.

Wade Swenson-Chairman

Matt Retka-Secretary

[Minutes prepared by Matt Retka]