

**West Fargo Airport Authority Meeting**  
**Date: January 30, 2020**  
**West Fargo Airport – 5:30 PM**

**Members Present:**

Wade Swenson, Dan Loegering, Brian Christl, Matt Retka

**Members Absent:**

Barrett Irving

**Others Present:**

None.

1. **The meeting was called to order by Wade Swenson at 5:30pm**
2. The minutes from the December 19<sup>th</sup>, 2019 meeting were reviewed and approved as written. Motion by Brian and Second by Dan. None opposed, motion carried.
3. ALP Update: ALP is still with the State. Andrew sent the draft of the Capital Improvement Plan that he is working on in conjunction with the narrative. He would like thoughts and input on the CIP.

Authority Reviewed CIP schedule and discussed logistics. Overall, the info provided on the CIP seemed somewhat vague and the Authority thinks more detail is needed. For example, is the cost of replacement for the city carousel hangar included; and should the authority look to build more city hangars at the airport?

The authority would like to review the CIP/NPIAS with Moore during the February meeting and discuss details prior to incorporating the schedule into the final ALP. Robbie will then coordinate a meeting with people at the city to sit down and go over the current plan.

4. The monthly Income Statement and Fund Balance report as of December 31<sup>st</sup> was reviewed. Motion by Dan and second by Brian to approve the Income and Fund Balance Statements pursuant the below questions/comments:
  - It is unclear why there is a \$4,165 deficit in the property tax received?
  - What is the fate of the \$7,173.14 net surplus; will this get transferred to the Airport Capital Reserve fund?
  - Verify that the \$30,000 transfer into the operating fund last year (2019) is correctly adjusted in the 2020 finance statements.

None opposed, motion carried.

5. Report from Airport Manager, provided in writing prior to the meeting:
  - Tractor issues: Hydraulic leak from transmission that thought was fixed before wasn't the o-ring that Robbie changed. It's coming from behind a cover and would leak when the blade

was raised. Brought it down to Fargo Tractor to have them fix it. After snow and pumping season is over it should go back down there for more work, front and back engine seals are leaking along with a broken frame bolt and several other items.

- The impeller seal went out on the snowblower which Robbie fixed. It took roughly 22 hours to complete repair. Robbie is requesting reimbursement for 10 hours of labor for this.
  - Brian motioned to pay requested 10 hours of labor @ D54 standard shop rate, Dan seconded. None opposed, motion carried.
- Robbie is getting numbers from General Equipment to see how much it would cost to lease or buy a payloader and bigger blade, as the airport is outgrowing the TV140.
- Received invoice from Straightline showing we owe a zero balance so will get the quote for \$34k with Border States signed so they can fix the pavement when the weather allows. Will need to figure out cutting the edge off the West side.
- Met with Matt Andvik the new Public works Director to introduce and also talk about last year's flooding help and potential of needing help again. Hopefully we have a good slow melt.
- Both Federal and State Goose permits are here
- The State Symposium is March 1st-3rd in Minot. Robbie plans on attending and will visit with the State in person about the ALP.

#### 6. Non Agenda Items

- Discussed Airport Manager job duties and salary increase for 2021. Authority is very pleased with the current manager. It was noted that the Airport Manager should be eligible for reimbursement for services provided outside of the written Job Duties, so long as said prices are competitive with other options for service (i.e., service of airport equipment). Airport Authority will verify the job descriptions accordingly.
- The Authority discussed alternatives for outside snow removal and airport safety issues ensued.
- Reviewed appointment terms. Brian's 1<sup>st</sup> term expired in February and he is eligible for 2<sup>nd</sup> term.
- Authority unanimously agreed to purchase an external hard drive for management and safe keeping of electronic documents.

**Motion to Adjourn by Dan and Second by Brian. Meeting was adjourned at 6:35pm.**

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Wade Swenson-Chairman

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Matt Retka-Secretary  
[Minutes prepared by Matt Retka]