

West Fargo Airport Authority Meeting
Date: October 29, 2020
West Fargo Airport Terminal-5:30pm

Members Present:

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

Members Absent:

None

Others Present:

Airport Manager Robbie Grande, City Commissioner Mandy George, Dakota Peterson

1. **The meeting was called to order by Wade Swenson at 5:30pm**
2. The minutes from the September 24, 2020 meeting were reviewed. Dan noted one minor typo, which was fixed. Motion by Dan and Second by Barrett to approve as written. All in favor, none opposed, motion carried.
3. Dakota Peterson has purchased Hangar #6 and requesting sub-lease. Matt motioned to approve lease and sub-lease to Dakota/Outlaw Ag to Diamond Aviation. Barrett seconded. All in favor, motion passed.
4. ALP Update: Moore made requested updates to ALP drawings. Authority agrees with the revisions and is not requesting and further updates to the ALP narrative at this time. Dan motioned to approve the ALP and re-submit to the NDAC. Barrett seconded. None oppose, motion carried.
5. The monthly Income Statement and Fund Balance report as of September 30th was reviewed. These reports are now coming from a new person at the city, and the airport would like to continue to see them in the same format. The D54 check was lost in the mail, cancelled, and reissued. Authority recognizes the annual budget for "Miscellaneous Revenue" is appropriately being applied to "rent, grants, etc." Wade inquired if funds in the capital reserve can be moved to a bond or other high interest earning account. Motion by Barrett and second by Brian to approve the Income and Fund Balance Statements. None opposed, motion carried.
6. Report from Airport Manager:
 - Hangar #1 cable dug.
 - Minor terminal maintenance was completed.
 - Panel blew off city hangar-fixed. Midland repaired the door but have not sent invoice yet.
 - Email from Melissa about agenda software changes coming. Matt offered to be involved as needed.
 - Mandy forwarded an email inquiry from an individual interested to be on the airport authority.

- Camera deposit refunded. Received and reviewed new quote. Authority tabled this topic to research more and investigate if security cameras could be eligible for grant funds by the State.
- Airport was active the last couple of weeks.
- Pay loader coming next week.
- Robbie mentioned he flexes his schedule sometimes for volunteer work at veterans services.

7. Non-Agenda Items:

- Dan announced he is planning to move Sep 1, 2021 and will need to resign from the authority at that time.
- Discussion on tower construction within runway approach zones.
- Position elections will be held at next meeting.
- Next meeting set for Thursday Dec. 3rd, and will be a combined meeting for Nov & Dec due to schedule conflicts with the Holidays.

Motion to Adjourn by Dan and Second by Barrett. Meeting was adjourned at 6:30 pm.

Wade Swenson-Chairman

Matt Retka-Secretary
[Minutes prepared by Barrett Irving]