

West Fargo Airport Authority Meeting
Date: August 30, 2018
West Fargo Airport – 5:30 PM

Members Present:

Barrett Irving, Dan Loegering, Wade Swenson, Brian Christl

Members Absent:

Matt Retka

Others Present:

Airport Manager Robbie Grande
Nick Glutt – Moore Engineering
Andrew Aakre – Moore Engineering
Jared Wingo – ND Aeronautics Commission

The meeting was called to order by Wade Swenson

1. The meeting minutes from the July meeting were approved as written.

2. The monthly Budget and Income reports as of 8-30-2018 were reviewed. No additional questions.
Motion to approve by Barrett Irving, seconded by Brian Christl

3. Barrett moved and Brian seconded to approve the following bills:

Cass County Electric Coop	\$243.78
Century Link	\$60.23
Waste Management	\$90.53
Petro Serve	\$45.19
D54 Aviation	\$3,353.83
Cass Rural water	\$31.59
Clarks Excavating	\$175.00
Fevig Oil	\$121.35
Dan Loegering	\$50.00
Bottom Line Excavating	\$1,710.00

No opposition, Motion carried.

4. Report from Airport Manager:

Propane storage tank has been topped off in preparation for the winter season.

Owners of the vehicles that are parked in the lot will be contacted and asked to remove the vehicles before winter sets in to allow snow to be cleared.

Hangars #6 and #10 have been sold to new owners

The City of West Fargo Fire Department performed a walk through of the airport and hangars. Some minor items were pointed out and will be corrected prior to a follow up inspection.

The remaining crushed concrete will be spread into low spots as needed prior to winter.

Equipment will be prepared for winter storage and snow removal preparations in the next couple of months.

Construction of the sewer pipeline will begin soon. A NOTAM will be issued when this work will affect the approach end of runway 18. The work will not be on the airport property but the equipment will be in the approach area just to the North of 19th Ave.

5. ALP meeting with Moore Engineering and the ND Aeronautics Commission

Nick Glutt and Andrew Aakre from Moore Engineering, and Jared Wingo from the ND Aeronautics Commission were at the meeting to review the upcoming Airport Layout Plan project.

An example of a completed ALP was presented to give an idea of what is involved. Moore Engineering will provide the completed Plan and perform the work needed to produce this. Moore has some data from past projects, and the airport board will provide additional guidance for future projects and ideas for improvements at the airport. This will allow Moore to determine what additional data will need to be gathered.

The ND Aeronautics Commission will provide their guidelines to Moore so this ALP will be consistent with other ALP's in the state.

Next steps will include discussion with the airport board and Moore to develop the scope of work.

There will also be possible help from the ND State Aeronautics Commission on funding for the ALP. Nick G. indicated a ballpark figure of \$60 - \$80K for the project.

We will review our capital improvement plan and project for a 10 year time frame for inclusion in the ALP.

Timeframe for the project will be to have all survey work performed yet this fall and submit drafts to the state for review. Then completion of the project by fall of 2019.

Moore Engineering will try to find out the decommissioning plan for the existing lagoons on the West side of the airport.

There was also talk about separate zoning plans with the city for the privately owned hangars on the airport property.

6. Non-Agenda items – none noted.

Meeting adjourned at 6:40 PM