

Barnes County Municipal Airport Authority Monthly Meeting Minutes
12:00 P.M. Monday, February 2nd, 2022 @ Sabirs

Present: Shawn Anderson, Jamie Bryn, Casey Burchill, Tim Logan, Mike Lerud, Brian Jacobson – M&H

Chairman Shawn Anderson called meeting to order then turned the meeting over to Tim for officer elections. Jamie made a motion for Shawn as Chairman, Casey 2nd. Carried. Casey made a motion for Tim as Vice-chairman, Jamie 2nd. Carried. Tim made a motion for Jamie as Secretary, Casey 2nd. Carried. Tim made a motion for Shawn as Treasurer, Casey 2nd. Carried. Tim turned the meeting back over to Shawn.

Casey moved to approve January 3rd monthly meeting minutes, Tim 2nd. Carried

REPORTS

1. Manager Employee reviews have been completed with exceptional grading as usual. 200 gallons of #1 diesel was ordered for the payloader, the new aircraft tug is here and works good, ordered additional keys for hangar #5 locks and replaced the batteries in the locks, we should add battery replacement to the calendar.

2. Shawn presented the bills, Tim moved to approve payment of bills in the amount of \$396,747.64, Casey 2nd, carried. Deposits of \$ 401,349.94.

3. Portfolios

- a. Fuel: sales and inventory report: January fuel sales were 342.3 gallons, fuel inventory of 641.82 gallons. Usable inventory is 0 gallons in the old island.
- b. Administrative: Manager reviews were all 3's, 4's, 5's on evaluation forms, employee reviews were generally all 4's.
- c. Buildings/Grounds Casey will check on a window place in Fargo about replacing the South entrance door and window to the terminal that is rusting out. The fuel hoses on the new dispensers are not sized as they should be but are sized according to design specifications. The Jet A hose is not long enough at 50 feet, and should be replaced with a 75 or 100 foot length. The 100LL is too large of diameter for handling and too short and should be replaced with a 1 inch X 100 foot length. Parts were ordered to repair the PAPI lights that were damaged when moving snow.
- d. Promotion: The Fly-ND conference will be March 6-8, Shawn and Jamie will be attending with a booth.
- e. Personnel:
- f. Airport protection:

4. KLJ,

- a. Oday & Gefroth are hoping to have electrical issues fixed by Friday the 4th.
- b. KLJ will draft and send a letter to the contractor about liquidated damages for delays in the operational date of the new fuel system.

5. Mead & Hunt

- a. Master Services Agreement is in place, the CARES grant closeout has been submitted, CRRSA grant has about \$9,000 in it, we need to accept the grant agreement for ARP grant. M&H is scheduling a scoping meeting for the ALP update at 11:00 AM at the terminal. M&H will draft the State grant application for the tractor and mower. M&H has an updated CIP drafted. The state PCI study preliminary results are done and will be released at the Fly-ND conference.

5. Commissioner

UNFINISHED BUSINESS

1. Casey made a motion to have M&H begin to design a new electrical vault, Tim 2nd, carried. The furnace needed servicing in January, Bakkegard cleaned and did the work. We should add furnace service to the calendar.

NEW BUSINESS

Calendar update: Add furnace service & battery replacement in keypads in Sept,

Next meeting: March 14th, 2022 @ Sabir's @ noon

Tim moved to adjourn,

Board Member: Jamie Bryn

Approved