

**Barnes County Municipal Airport Authority Monthly Meeting Minutes**  
**12:00 P.M. Monday, April 4<sup>th</sup>, 2022 @ Sabirs**

Present: Shawn Anderson, Jamie Bryn, Casey Burchill, Tim Logan, Brad McKay, Mike Lerud, Cindy Schwehr, Bryan Jacobson – Mead & Hunt

Chairman Shawn Anderson called meeting to order.

Casey moved to approve March 14<sup>th</sup> monthly meeting minutes, Brad 2<sup>nd</sup>. Carried

**REPORTS**

1. Manager Cenex delivered #2 diesel for maintenance equipment, John is putting the snow removal equipment away for the season, mowers are ready to go and have been serviced, Toolcat has been serviced, Jace will be up soon to begin summer help again with one of the first projects of fixing grass divots made from snow removal equipment.

2. Shawn presented the bills, Tim moved to approve payment of bills in the amount of \$15,590.97, Brad 2<sup>nd</sup>, carried. Deposits of \$ 144,195.57.

3. Portfolios

a. Fuel: sales and inventory report: March fuel sales were 630 gallons, fuel inventory of 5653 gallons avgas and 2,998 gal of Jet A. Shawn reported that switching from Heartland to Multiservice for our fuel system payment receipt provider is going to take a little longer because Multiservice who we are going to switch back to is still using a dial-up system and they have problems trying to switch the signal to be carried over the fiber lines. Multiservice is in the process of updating their equipment to be able to easily connect with our current system so in the next month or two should be able to properly service our account. Lilek's has some remaining fuel to deliver to us that was purchased in March.

b. Administrative:

c. Buildings/Grounds Still no work to Casey or Mike on terminal window repair or terminal door replacement. The lower door seal on Casey's old hangar in #14 needs replacement. We have the seal, just need to install it. We also will install the spill containment kit near the fuel cabinets. KLJ will contact the contractor about getting the signage up for the emergency fuel shutoff. We still need to pump out any remaining fuel in the old avgas tank before its removal, there are some clean totes at the airport that we can use to pump it into. The old tv antenna needs to get removed as it doesn't work and is rubbing against the side of the terminal.

d. Promotion: Our Fly-In will be June 18<sup>th</sup> with the VC Hi-Lites wanting to serve the breakfast again, Jamie will send this info out to NDAC for advertising.

e. Personnel:

f. Airport protection:

4. KLJ,

a The snowblower bid opening contained two bids. The successful bidder was Swanston Equipment of Fargo bidding a RPM217 blower attachment for the payloader for \$165,000.00.

5. Mead & Hunt

a. Bryan provided that the items on the state grant application are the toolcat, snowblower, and mower tractor and that the items listed on the federal grant application are ALP update, electrical vault design & bidding, and snowblower procurement. Bryan also presented an updated CIP draft layout. Due to the cost of the proposed ALP update, an independent fee review is required. Casey made a motion to use Helms and Associates to provide the IFR services, Jamie 2<sup>nd</sup>, carried.

5. Commissioner

**UNFINISHED BUSINESS**

1. Snow removal equipment bidding results were again discussed and Brad made a motion to accept the bid from Swanston Equipment for \$165,000.00, Casey 2<sup>nd</sup>, carried.

**NEW BUSINESS**

1. Bryan asked that any invoices qualifying for CRRSA or ARPA grants be sent to M&H for application. Mark Schroeder will be the new ADO local contact.

Calendar update: Mike will ask John to check and refill the rodent bait stations, quarterly reports have been submitted.

Next meeting: May 2<sup>nd</sup>, 2022 @ terminal @ 7:00 A.M.

Casey moved to adjourn,

Board Member: Jamie Bryn