

**West Fargo Airport Authority Meeting**  
**Date: September 30, 2021**  
**West Fargo Airport – 5:30 PM**

**Members Present:**

Wade Swenson (phone), Dan Loegering & Matt Retka

**Members Absent:**

Brian Christl & Barrett Irving

**Others Present:**

Airport Manager Robbie Grande

**1. The meeting was called to order by Dan Loegering at 5:42pm**

2. The minutes from the August 26<sup>th</sup> meeting were reviewed.

Motion by Matt to approve the minutes as written. Second by Wade. All in favor, motion passed.

3. The monthly Budget and Income reports as of August 31, 2021 were reviewed.

- It was noted that unused budget in 2021 will be used for the upcoming runway overlay

Motion by Matt to approve the Income Statement and Fund Balance. Second by Wade. All in favor, motion passed.

4. Report from Airport Manager:

- Some Big Iron Traffic at airport but air traffic was down from past years.
- New tenant in City Carousel with Cessna 150
- NDAC did onsite pavement study, report will be published in the spring.
- Robbie was asked to attend City Rebranding meeting on October 6<sup>th</sup>.
- Tractor has been hard starting, may need to schedule maintenance soon
- Loader & Blade from Butler will be delivered October 15<sup>th</sup>
- New aircraft detailer business put flyer of services in the terminal
- Report of gray Subaru speeding on the property-license plat number was identified. Will continue to watch for suspicious activity
- Red River Fraternity Order of Police called about donations for children's Christmas gifts. Authority does not believe this would be a legitimate use of funds but did discuss options to coordinate private donations for a non-profit like this, similar to last year.

5. Annual Fly-In Recap

- Airport hosted Fly-in & open house in conjunction with West Fest on Sunday Sept. 19<sup>th</sup>, 11am-3pm. Windy weather likely deterred some airplanes but good turnout anyways.
- Approx. 75 people attended.
- Made \$475 total revenue on food. \$125 profit after expenses
- Flew 20 kids through the EAA young eagle program

6. Future Capital Improvement Planning

- Fuel pump upgrade & install quote was \$21,225 total. Was recommended by vendor to do a material only purchase order with time and materials install.
  - i. Matt motioned to request revised quote and approve material only purchase with T&M install. Wade seconded. All in favor, none opposed. Motion passed.
- Discussed ramp extension & T-hangar construction. Robbie to ask Moore engineering about layout and options for assistance.

7. Non-Agenda Items

- Wade mentioned his initial involvement in a potential new flying club to be based at the airport.
- Will seek nominations for new board member during next October meeting.
- Discussed potential benefits to get an email list of all airport tenants and options to start a face book page for airport-wide communications.

**Motion to Adjourn by Matt and Second by Wade. None opposed. Meeting was adjourned at 6:22 pm.**

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Wade Swenson-Chairman

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Matt Retka-Secretary

[Minutes prepared by Matt Retka]