

Annual Meeting

Tuesday

January 14, 2025

The Annual Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, January 14, 2025, at 8:00 am.

Present: Bresciani, Berg, Cosgriff, Ekman, Kapitan  
Absent: None  
Others: Bossart

Chair Kapitan presiding.

Approved the Minutes of the Regular Meeting Held December 16, 2024:

Bresciani moved to approve the minutes of the Regular Meeting held December 16, 2024. Second by Berg. All members present voted aye. Motion carried.

Approved the Order of the Agenda:

Bresciani moved to approve the order of the agenda. Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan voted aye. Ekman absent. Motion carried.

Approved the Consent Agenda:

Bresciani moved to approve the Consent Agenda. Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan voted aye. Ekman absent. Motion carried.

1. Approve airport vouchers totaling \$684,923.59.
2. Approve individual vouchers:
  - A. MEAD & HUNT - \$57,493.02  
Passenger terminal expansion.
  - B. MEAD & HUNT - \$2,320.78  
North GA Apron Expansion.

Approved the Consent Agenda: (continued)

- C. MEAD & HUNT - \$1,584.99  
Terminal apron expansion.
  - D. MEAD & HUNT - \$8,085.00  
PFC #10 application.
  - E. MCGOUGH CONSTRUCTION - \$3,112,376.46  
Partial Payment Request #7, parking ramp.
  - F. MCGOUGH CONSTRUCTION - \$3,029,141.69  
Partial Payment Request #18, passenger terminal expansion.
  - G. FLINT GROUP – \$13,884.56.  
2024 airport marketing.
  - H. WESLEY SCHON, PE - \$1,500.00  
Independent fee review, terminal apron reconstruction.
  - I. VOLAIRE AVIATION - \$1,875.00  
Air service data subscription.
  - J. REEDE CONSTRUCTION - \$29,160.00  
Partial Payment Request #2, terminal apron expansion.
  - K. AMERICAN ENGINEERING TESTING - \$440.00  
Construction material testing- parking ramp.
3. Approve request from Bernie Ness for a five-year extension to the South GA hangar ground lease for ABHN Partnership.
4. Authorize attendance:  
AAAE/ACI Legislative Conference, March 27-28, 2025, Washington, DC  
AAAE 97<sup>th</sup> Annual Conference, June 8-10, 2025, Atlanta, GA  
International Aviation Snow Symposium, April 25-30, Buffalo, NY

Received November Financials:

Tanna Aasand, EideBailly, was recognized via zoom and reviewed the November 2024 financials.

Greg Pierson, SP Plus, was recognized via zoom and gave an update on parking operations and revenue.

Received November Financials: (continued)

Berg moved to receive and file the November financials. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan voted aye. Ekman absent. Motion carried.

Received Update from TL Stroh Architects on Parking Structure:

Terry Stroh, TL Stroh Architects, was recognized via zoom and gave an update on ramp construction. He stated we have lost some days due to wind. He stated our snow events have been minor so far this winter, so we do not have a good sense of the need for wind screens. Stroh stated the project is on schedule for an August completion. He added the budget so far is on track for being able to fund the additional driving lane proposed.

Received Update from Mead & Hunt Regarding Passenger Terminal Expansion and Modification Project:

Brandon Halverson, Mead & Hunt, was recognized via zoom and gave an update on the passenger terminal expansion and modification project. Halverson reported the project is on schedule and a little below budget. He stated we are still looking at the expansion portion of the project being completed in January 2026.

Halverson stated the board had asked them to take another look at the departure lounge seating with double arm rests. He stated this would result in a loss of 154 seats and some tables and result in an additional cost of \$31,758. He stated the input received from the user groups was for more seats and more soft seating. He stated what they are recommending is to stick with their original design using the Arconas Flyaway design and the soft seating proposed.

Ekman now present.

Bresciani stated he feels the number one priority is having an adequate number of seats.

Terry Stroh was recognized and commented that as a frequent traveler and an architect/designer, having more seats is better than having extra armrests. He stated it would be a mistake to build the terminal and not have enough seats.

Berg moved to approve the recommendation of Mead & Hunt of their original proposal for the Arconas Flyaway seating. Second by Bresciani.

On the call of the roll, Bresciani, Berg, Kapitan voted aye. Cosgriff, Ekman voted no. Motion carried.

Received Update from Fargo ATC Manager, Casey Lindquist:

Casey Lindquist, manager of the Fargo FAA Air Traffic Control Tower, was recognized and gave an update on some of the changes happening in air traffic control. He stated one of the recent changes is that schools such as UND are now able to send academy students directly to towers and they won't have to go to training in Oklahoma City prior to being hired. This will help generate local, long-term controllers. He stated the annual RSAT meeting will be on March 25 and notices will be sent. He stated they have completed the remodeling of their simulator, and they will be happy to arrange tours for those interested.

Elected Chair for 2025:

Cosgriff moved to elect Ekman chair of the Municipal Airport Authority for 2025, as per bylaws. Second by Berg. All members present voted aye. Motion carried.

Elected Vice Chair for 2025:

Cosgriff moved to elect Berg vice-chair of the Municipal Airport Authority for 2025, as per bylaws. Second by Bresciani. All members present voted aye. Motion carried.

Old Business:

Dobberstein reported the following:

- Record boardings for 2024, just under 1.1 million passengers on and off, we exceeded 50,000 boarding passengers in one month for the first time in December
- Delta has reinstated Saturday only service to Atlanta for March and April with 737 aircraft
- The ND Army National Guard 141 Maneuver Enhancement Brigade recognized the Airport Authority for how we accommodate the military members and families during deployments and upon return
- He attended the first hearing for the ND Aeronautics Commission budget before the senate appropriations committee. The hearing went well but we don't expect to hear anything until March.

After discussion on customer service, Dobberstein stated that following the February 11 meeting he will have the airline station managers available to discuss airline operations and be available to answer questions.

Berg moved to adjourn. Second by Bresciani. All members present voted aye. Motion carried. Time at adjournment was 9:11 am.

**APPROVED February 11, 2025**  
**Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

February 11, 2025

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, February 11, 2025, at 8:00 a.m.

Present: Bresciani, Berg, Cosgriff, Kapitan, Ekman  
Absent: None  
Others: Bossart, Strand

Chair Ekman presiding.

Approved the Minutes of January 14, 2025:

Bresciani moved to approve the minutes of the Annual Meeting held January 14, 2025.

Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Minutes of the Governance Committee Meetings:

Kapitan moved to approve the minutes of the Governance Committee meetings (9/6/24, 11/12/24, 12/18/24, 1/21/25, 2/3/25).

Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Order of the Agenda:

Bresciani moved to approve the order of the agenda. Second by Berg.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Consent Agenda:

Bresciani moved to approve the consent agenda with the exception of Individual Vouchers M, O and P.

1. Airport vouchers totaling \$677,366.08.
2. Individual Vouchers:
  - A. TL STROH ARCHITECTS - \$20,000.00  
Parking Ramp

Approved the Consent Agenda: (continued)

- B. TL STROH ARCHITECTS - \$12,596.90  
Skyway
- C. MEAD & HUNT - \$70,632.52  
Passenger terminal
- D. MEAD & HUNT - \$11,082.88  
NGA Apron Expansion
- E. MEAD & HUNT - \$2,416.77  
Terminal Apron Expansion
- F. MCGOUGH CONSTRUCTION - \$1,592,413.65  
Partial Payment Request #8, parking ramp
- G. MCGOUGH CONSTRUCTION - \$71,079.05  
Partial Payment Request #19, passenger terminal retainage, GMP #1
- H. MCGOUGH CONSTRUCTION - \$2,029,877.19  
Partial Payment Request #20, passenger terminal
- I. CUMMING GROUP - \$971.25  
CMAR Contract Management, terminal expansion
- J. SUN ELECTRIC - \$24,603.30  
Partial Payment Request #5, airfield electrical vault and lighting upgrade
- K. TERRACON - \$10,417.80  
Quality control testing, passenger terminal expansion
- L. TERRACON - \$501.50  
Quality control testing, passenger terminal expansion
- M. AIRPORT ONE - \$26,700.00 (MOVED TO REGULAR AGENDA)  
FlyMyAirport subscription/implementation
- N. FLINT GROUP - \$133,145.53  
2025 Airport Marketing
- O. VOLAIRE AVIATION - \$17,500.00 (MOVED TO REGULAR AGENDA)  
Year end, 2<sup>nd</sup> quarter 2024 leakage study
- P. VOLAIRE AVIATION - \$1,875.00 (MOVED TO REGULAR AGENDA)  
Monthly data service

Approved the Consent Agenda: (continued)

- Q. TL STROH ARCHITECTS - \$1,841.00  
Partial Payment Request #2, skyway construction administration
- R. TL STROH ARCHITECTS - \$40,000.00  
Partial Payment Request #15, parking ramp
- 3. Change Order #1, Terracon – passenger terminal project quality control testing for earthwork, structural concrete, structural steel, rammed aggregate piers. Increase of \$38,866.00.
- 4. Change Order #2 – Sun Electric, airfield electrical vault and lighting upgrade. Increase of \$18,900.00, replace ALCMS, add 120v 20 amp control voltage circuit for new regulators.
- 5. Authorize attendance – AAAE Hub Airports Winter Operations & Deicing Conference, August 4-6, 2025, Detroit, MI.
- 6. Approve revised pay scale for Airport Equipment Technician III.

Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved Individual Voucher M – Airport One:

Berg moved to approve individual voucher M in the amount of \$26,700.00 to Airport One for FlyMyAirport subscription/implementation. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved Individual Vouchers O and P – Volaire Aviation:

Berg moved to approve Individual Vouchers O and P to Volaire Aviation in the amounts of \$17,500.00 for year end, 2<sup>nd</sup> quarter 2024 leakage study, and \$1,875.00 for monthly data service. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman vote aye. Motion carried.

Received Preliminary December 2024 Financials:

Bresciani moved to receive preliminary December 2024 financials. Second by Berg.

Tanna Aasand, EideBailly, was recognized via zoom. She reviewed the December financials and stated they are just a draft until the audit is complete. She reported that she will start evaluating all of the projects on the CIP during the first quarter and looking at having some preliminary discussions on debt financing options.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received Update from TL Stroh Architects on Parking Structure:

Terry Stroh, TL Stroh Architects, was recognized via zoom. Stroh reported on the activity on the parking structure and reported that the project is on track.

Received Update from Mead & Hunt Regarding Passenger Terminal Expansion and Modification Project:

Brandon Halverson, Mead & Hunt, was recognized via zoom and gave an update on the passenger terminal expansion and modification project. Halverson stated McGough has been very open to walk-throughs for the board members. He stated we are doing very well with the budget, and we have a good contingency moving into the renovation portion of the project, which always presents issues not anticipated.

Halverson presented updated GMP

Halverson stated McGough is looking for an answer on the additional items for the baggage claim area that were requested:

- Wrapping columns in wood veneer - \$31,440
- Adding LED lighting over baggage carousels - \$31,262
- Additional baggage cart storage near side stairs - \$19,980

Dobberstein asked Halverson his recommendation.

Halverson stated as far as they are concerned aesthetically, they do not see these additions as necessary. They feel the design is adequate as is and you will have a beautiful baggage claim area that will complement the rest of the terminal.

Berg moved to approve the proposed amendments to baggage claim for an increase of \$82,682.00. Second by Cosgriff.

On the call of the roll, Berg, Cosgriff, Ekman voted aye. Bresciani, Kapitan voted no. Motion carried.

Halverson presented their recommended list of participants volunteering their time to be on the arts and amenities group for the terminal expansion project as follows

- Chair/PM – Gena Mollica (Mead & Hunt)
- Deputy PM – Natalie Anderson (Mead & Hunt)
- MAA Board Rep – Paula Ekman
- Community Outreach – Shannon Full (Chamber)
- Art – Michael Strand (NDSU Arts Director)
- Art – Tania Blanich (Arts Partnership)
- Art – Brad Bachmeier (MSUM)
- Airport – Shawn Dobberstein
- Airport – Darren Anderson
- Media – Sara Flowers (Flint Group)
- Wayfinding/Accessibility - Mara Peterson (JQP)
- Funding/Sponsorships – Jeff Klein or Tanna Aasand

There were no objections to the proposed list. Halverson stated they would try for bi-weekly meetings.

Received Communication from Group 2, LLC Regarding South GA Hangar Renovation; Approve 25-Year Ground Lease, Subject to Conditions:

The communication from Chris Schuler and Mike Graham, Group 2, LLC, dated February 5, 2025, was received and filed without objection.

Berg moved to approve the 25-year ground lease for Group 2, LLC.

Second by Bresciani.

Adam Stonestreet was recognized and stated they have laid out a construction schedule and are planning on starting May 1 with completion of the project mid-August.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received Leakage and Retention Study, YE 2<sup>nd</sup> Quarter 2024, Prepared by Michael Lum, Volaire Aviation:

Dobberstein stated Michael Lum, Volaire Aviation, was not able to attend the meeting today. Dobberstein reviewed the study presented by Volaire. He indicated Mr. Lum will present at a future meeting to further answer questions on leakage and air service.

Received Update from Governance Committee (Bresciani/Berg):

Bresciani stated he and Berg, along with the Executive Director, continue to meet with our consultant, Dr. Jeff Schatz, grinding through a draft that is appropriate to the MAA. He stated the final product will look a lot like the policies and procedures for every major organization in the F-M area, and that is not a bad thing. He stated they are doing their due diligence in walking through every aspect. He stated they feel they are near completion and will then present something to the board for ratification.

Old Business:

Dobberstein reported that ND Senate Bill No. 2006 passed the Senate Appropriations Education Environment Division Committee with a 5-0 pass. That bill includes \$120 million for Fargo, Grand Forks and Dickinson. It is now moving to the full Senate Appropriations Committee, and we are waiting for that hearing to be scheduled. He stated he did write a letter of support for Senate Bill No. 2323 which will provide funding to hub cities that were impacted by oil in hopes that funding will offset some of the airport debt for those cities.

Bresciani stated boards have been placed in the baggage claim area with QR codes for passengers to use to send messages to the corporate level of each airline for customer service concerns.

Meeting was adjourned at 9:18 a.m.

**APPROVED March 11, 2025**  
**Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

March 11, 2025

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, March 11, 2025, at 8:00 a.m.

Present: Bresciani, Berg, Cosgriff, Kapitan, Ekman  
Absent: None  
Others: Bossart, Strand

Chair Ekman presiding.

Approved the Minutes of the Regular Meeting Held February 11, 2025:

Kapitan moved to approve the minutes of the meeting held February 11, 2025. Second by Bresciani. All members present voted aye. Motion carried.

Approved the Order of the Agenda:

Kapitan moved to approve the order of the agenda. Second by Bresciani. All members present voted aye. Motion carried.

Approved the Consent Agenda:

Berg moved to approve the consent agenda:

1. Airport vouchers totaling \$524,196.75.
2. Individual Vouchers:
  - A. SUN ELECTRIC - \$36,135.00  
Partial Payment Request #6, Airfield Electrical Vault and Lighting Upgrade
  - B. TERRACON - \$6,475.50  
Passenger terminal expansion quality testing
  - C. ADB SAFEGATE - \$88,992.50  
Airfield electric vault regulators
  - D. MEAD & HUNT - \$159,220.00  
Terminal apron reconstruction

Approved the Consent Agenda: (continued)

- E. MEAD & HUNT - \$2,416.80  
Terminal apron expansion
  - F. MEAD & HUNT - \$18,865.00  
PFC Application #10
  - G. AMERICAN ENGINEERING TESTING - \$2,710.50  
Parking ramp quality testing
  - H. MCGOUGH CONSTRUCTION - \$666,707.23  
Partial Payment Request #9, parking ramp
  - I. MCGOUGH CONSTRUCTION - \$2,561,789.99  
Partial Payment Request #21, terminal expansion
  - J. FLINT GROUP - \$34,195.71  
2025 Airport Marketing
  - K. TL STROH ARCHITECTS - \$20,000.00  
Parking ramp
  - L. TL STROH ARCHITECTS - \$6,147.50  
Skyway
3. Authorize attendance at Boeing AIRFAM Workshop, June 10-13, 2025, Everett, WA.
  4. Authorize purchase of 2025 Massey Ferguson MF75 Utility Tractor from Butler Machinery \$239,000.00.
  5. Authorize purchase of Schulte 5026 26' Rotary Mower from Titan Machinery \$68,500.00.

Second by Kapitan.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye.

Motion carried.

Received January 2025 Financials:

Tanna Aasand, EideBailly, was recognized via zoom and reviewed January 2025 financials. She reported everything is on track, with the exception of parking revenue slightly under budget.

Received January 2025 Financials: (continued)

Greg Pierson, SP Plus, was recognized via zoom and stated they are planning for promoting the parking ramp prior to opening.

Kapitan moved to approve the January 2025 financials. Second by Berg.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Update from TL Stroh Architects on Parking Structure:

Terry Stroh, TL Stroh Architects, was recognized via zoom and gave an update on the parking structure. He stated the project is going well. He stated we have been waiting for a decision on the screening on the north and west sides on all levels until we know there are funds available. McGough seems to be confident that the project will come in under budget and the cost of screening (\$955,830) will be feasible.

Bresciani asked Dobberstein his recommendation.

Dobberstein stated he recommends installing the screens on the north and west sides of the parking structure.

Bresciani moved to approve moving forward with installing the screens on the north and west sides of the parking structure. Second by Kapitan.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Update from Mead & Hunt Regarding Passenger Terminal Expansion and Modification:

Brandon Halverson, Mead & Hunt, was recognized via zoom and gave an update on the passenger terminal expansion and modification project. He stated the project is going well. They have had to use a couple of weather days but those are built into the project schedule.

Halverson stated they have received all bids for GMP #5 (T), which is the renovation portion of the project. The bids came in slightly under budget at \$25,838,211. He stated they are still being cautious as a renovation always has a period of discovery when unknowns can come up.

Berg moved to approve GMP #5 (T) at \$25,838,211. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Jeff Klein, Mead & Hunt, was recognized and reviewed the vehicle traffic plan during skyway construction. He stated construction on the skyway and the additional shuttle lane in front of the terminal will begin this spring. He stated the majority of that work will take place within the existing construction fencing so it will be business as usual until August. He stated at that point the parking structure will be open for use. He stated the original plan was to keep the roadway in front of the terminal open during construction of the skyway, but after review it has been determined that for safety and traffic flow reasons, all of that traffic will be routed through the first level of the parking structure. The other three levels will be open for use to passengers providing 750 parking spaces. He stated they feel this is the best approach for construction of the skyway so it is done in one phase. This will also shorten construction time by four months.

Update from Mead & Hunt Regarding Passenger Terminal Expansion and Modification:  
(continued)

The lanes in front of the terminal will reopen February 2026 and traffic will return to normal operations.

Joe Kasper, McGough Construction, was recognized and stated they are planning to start foundations for the skyway in June, while they have control of the parking ramp site. He stated once the parking structure is open in August they no longer have control of the site.

Berg stated he would be concerned that this is taking place during our busiest travel months. He asked about delaying the skyway project.

Terry Stroh, TL Stroh Architects, was recognized via zoom and stated it would not be worth stopping construction and waiting a year as prices will change. He added some of the parking issues will be alleviated once the ramp is open as we will have 500 more spaces than we have ever had.

Dobberstein stated the proposed plan is the safest plan for passengers.

Bresciani moved to approve the proposed vehicle traffic plan during construction of the skyway. Second by Kapitan. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Dustin Sejnoha, Skydine, was recognized and presented the food and beverage concepts for the terminal expansion project and gave a brief overview of the proposed vendors. He also presented an amendment to the food and beverage lease agreement extending the current lease 10 years from the first day of the month following the date they are allowed to occupy all of the new premises following substantial completion of the project. This extension would be granted for Skydine's monetary contribution toward the construction project in the amount of \$1,080,000.00 for the cost of furniture, fixtures, equipment and improvements to the new premises.

Bresciani moved to approve the food and beverage plans proposed by Skydine.

Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Berg moved to approve the 10-year extension to the food and beverage services lease based on the \$1,080,000.00 contribution by Skydine, subject to review of the termination clause of the lease. Second by Kapitan. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Continued Discussion Regarding Passenger Leakage Study:

Michael Lum, Volaire Aviation, Inc., was recognized via zoom and presented the most recent passenger leakage study. Lum stated this data is gathered through the Airlines Reporting Corporation which acts as a clearinghouse for most of the large airlines. He stated the data is from the second quarter of 2024. He stated the data typically lags one or two quarters as we are dependent on the US Department of Transportation for the information.

Continued Discussion Regarding Passenger Leakage Study: (continued)

In answer to a question asking how to use this data to target marketing to reduce our leakage.

Lum stated you get the most bang for your buck in marketing by going after the zip codes with the largest population density. He stated one problem is the flights out of Fargo are pretty full and it is tough to fill the last 15% of available airline seats as those are priced higher. He suggested the way to increase retention at Hector is to market close to the airport where you are more likely to persuade someone to fly out of Fargo rather than driving to MSP, and more airline capacity.

Update from Governance Committee:

Bresciani stated the Governance Committee (Bresciani/Berg) is continuing to work with our consultant, Dr. Schatz, on developing a proposed policy document for the board's consideration. He stated he does not think any of the board members will be surprised by anything in the document. It is fairly standard verbiage customized to Hector International Airport and the Municipal Airport Authority.

Bresciani presented three questions for which they are looking for feedback from the board members.

1. Are you willing to develop short- and long-term objectives?
2. Is the board willing to commit to monitoring those objectives?
3. Should the board continue with the continuous evaluation process for the Executive Director or move to an annual evaluation?

Board members gave their feedback and Bresciani stated the committee will pass that information on to the consultant and continue forward.

Bresciani now absent.

Parking Survey Update from SP Plus:

Greg Pierson, SP Plus, was recognized via zoom. He stated discussion was held earlier regarding using zip codes to address leakage. He stated they would be happy to assist with sharing their zip code data.

Pierson reviewed the 2024 winter parking and transportation study, which is the 12<sup>th</sup> study SP Plus has conducted at Hector. He gave an update on valet parking and ridership on the shuttle bus.

Old Business:

Dobberstein gave an update on the ND Legislative session. He stated last week he testified at the House Appropriations Committee for Government Operations. He stated the hearing went well and the members had a lot of questions for the airports as far as statistics, passenger counts, airlines, etc. He stated the bill will be moving to the full House Appropriations Committee at some point during the next few weeks. He stated he is continuing to monitor.

Dobberstein stated there are safety briefings given every week with contractors for both the terminal and parking structure project. Nothing to report at this time.

Dobberstein stated following the February meeting with the airline station managers, he engaged Brandon Halverson, Mead & Hunt, Joe Kasper, McGough, to look at adding heating/cooling to the boarding bridges. He stated the boarding bridge vendor (Osh Kosh Aerotech) estimated \$22,000 per gate, plus electrical, plus monthly costs. He stated he would caution that putting heat in a boarding bridge will cause ice issues in the winter. He stated he has talked to many airports who have them and don't use them because they don't work good. He stated they discussed a wheelchair lift. The airlines will have access to an elevator on the secure side when the expansion is completed, which they do not have now. That will make the handling of heavy wheelchairs more efficient. He stated the cost to add a lift to each gate would be \$60,000 (x 9 gates) but it is doubtful that the airlines would agree to use them because of safety issues. He stated he looked into baggage lifts for gate checked bags. The cost for that would be \$70,000 per gate (x 9 gates). The total cost for those items would be \$1.4 million plus the electrical installation plus the cost to operate. He stated as far as a cold storage ground service equipment building or shelter, we would need to look at possible locations and also work with the airline properties representatives to see if they would be willing to pay for it.

Meeting was adjourned at 10:24 a.m.

**APPROVED April 8, 2025**  
**Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

April 8, 2025

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, April 8, 2025, at 8:00 a.m.

Present: Bresciani, Berg, Cosgriff, Kapitan, Ekman  
Absent: None  
Others: Bossart, Strand

Chair Ekman presiding.

Approved the Minutes of the Regular Meeting Held March 11, 2025:

Berg moved to approve the minutes from March 11, 2025. Second by Bresciani.  
On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Order of the Agenda:

Bresciani moved to approve the order of the agenda. Second by Berg.  
On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Consent Agenda:

Bresciani moved to approve the consent agenda:

1. Approve airport vouchers totaling \$421,652.06.
2. Approve individual vouchers:
  - A. MEAD & HUNT - \$159,220.00  
Terminal apron reconstruction.
  - B. MEAD & HUNT - \$4,779.91  
Terminal apron expansion.
  - C. MEAD & HUNT - \$76,264.85  
Terminal expansion and modification.

Approved the Consent Agenda: (continued)

- D. MCGOUGH CONSTRUCTION - \$1,616,773.99  
Partial Payment Request #10, parking ramp.
  - E. AMERICAN ENGINEERING TESTING - \$3,853.00  
Quality testing, parking ramp.
  - F. MCGOUGH CONSTRUCTION - \$2,869,308.79  
Partial Payment Request #22, terminal expansion.
  - G. FLINT GROUP - \$28,682.05  
2025 marketing program.
  - H. VOLAIRE AVIATION - \$1,875.00  
Air service data.
  - I. REEDE CONSTRUCTION - \$13,939.29  
Partial Payment Request #3, terminal apron expansion.
  - J. ADB SAFEGATE - \$27,007.37  
Airfield lighting upgrade/electrical vault.
3. Designate First International Bank & Trust and the Bank of North Dakota as the depositories for Airport Authority funds for CY2025 in accordance with the NDCC.
  4. Amend term of lease for hangar at 1631 19<sup>th</sup> Ave N to match terms of other JP Development ground leases, per SBA financing requirements.
  5. Receive minutes from Governance Committee meetings held 3/3/25 and 4/1/25.
  6. Authorize attendance at 2025 Washington, DC Fly-In, May 19-21, 2025.
  7. Approve contract with Mead & Hunt for design services for South GA Apron Expansion (\$61,600.00).
  8. Authorize purchase of John Deere tractor/mower/snowblower for ARFF station, \$19,447.84 (Sourcewell).

Second by Berg.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received 2024 Audit Presentation from Brady Martz:

Brian Opsahl, Brady Martz, was recognized and reviewed the audit for the year ending December 31, 2024. Opsahl stated they had no difficulties performing the audit and they appreciated all of the help the staff gave to complete the audit in the required time, considering all of the activity going on at the airport right now.

The report states that in their opinion, the financial statements referred to present fairly, in all material respects, the respective financial position of the Municipal Airport Authority of the City of Fargo, ND, as of December 31, 2024, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles general accepted in the United States of America.

Berg moved to receive and file the audit report. Second by Bresciani.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received 2024 PFC Program Audit from Brady Martz:

Brian Opsahl, Brady Martz, was recognized and stated they also performed the audit on the PFC Program for the year ending December 31, 2024.

The report states that in their opinion, the Authority complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect to the passenger facility charge program for the year ended December 31, 2024.

Berg moved to receive and file the PFC Program audit report. Second by Bresciani.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received Final 2024 Financials:

Tanna Aasand, EideBailly, was recognized via zoom. She presented the final 2024 financials and stated she does not have any comments to add on the 2024 audit.

Bresciani moved to receive and file the final 2024 financials. Second by Kapitan.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Aasand gave a brief overview on cash flows.

Received February 2025 Financials:

Tanna Aasand, EideBailly, was recognized via zoom and gave an overview of the February 2025 financials. She stated as far as a recap on the terminal project, there is not much change, and we are still on track. She added we will know more about state funding next month.

Kapitan moved to receive and file the February 2025 financials. Second by Berg.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye.

Strand now present.

Update from TL Stroh Architects on Parking Structure:

Terry Stroh, TL Stroh Architects, was recognized via zoom and gave a brief update on the parking structure. He reported the project is on track.

Update from Mead & Hunt Regarding Terminal Expansion and Modification:

Jeff Klein, Mead & Hunt, was recognized and stated he is filling in for Brandon Halverson. He reported on the terminal expansion project. He stated they have started on the renovation in the baggage claim area. He stated the project is currently tracking slightly under budget.

Flint Group Q1 Marketing Summary:

Sara Flowers, Flint Group, was recognized and gave an update on the first quarter 2025 marketing summary. She reviewed the catchment area for paid media focus to address leakage. She reviewed the "FlyMyAirport" widget added to the website where passengers are able to book their flights. There was discussion on a cost comparison widget where passengers can see the pros and cons of driving to another airport for their flights. She stated they have done some research on other airport websites and have found that those calculators are very manual and require a lot of work on the part of the passenger and airports have moved those off of primary spots on the websites, which tells us people are not using them. It was suggested even providing a typical example of those additional costs, including the emphasis on the additional time required to drive to another airport.

Reviewed Proposed South GA Apron Expansion:

Jeff Klein, Mead & Hunt, was recognized and reviewed proposed expansion of the apron in the south general aviation area. He stated this is the area in which the new hangar (4 Suns LLLP) is being constructed. He stated the hangar owner is responsible for the first 50' of concrete in front of the hangar building. He stated Mead & Hunt is working on the plans and specifications which will be sent out for bid from the 50' mark to Taxiway B. There will also be some taxiway marking and edge lighting modifications. He stated the capacity of the concrete has not yet been determined as they are getting information on the fleet mix of aircraft that will be using that hangar.

Jeff Johnson was recognized and stated the hangar building will be completed in August so the concrete needs to be in place so they have access to their hangars. He added he would like to see the heaviest duty concrete possible.

Received Communication from Fargo Jet Center Regarding South GA Hangar Lease Extension to Accommodate NDSCS A&P School and the ND Army Guard:

The communications from James Sweeney, Fargo Jet Center and Dr. Rod Flanigan, President of NDSCS dated April 2, 2025, were received and filed without objection.

Dobberstein stated that Fargo Jet Center is requesting a 10-year extension of their lease on MAA Hangars #3 and #4 and the Hangar #3 admin building to accommodate the new

Received Communication from Fargo Jet Center Regarding South GA Hangar Lease Extension to Accommodate NDSCS A&P School and the ND Army Guard:

Aviation Maintenance Program being launched by NDSCS in August 2025, and also to continue to house the ND Army National Guard helicopter unit until their new hangar is constructed in the next five to ten years. The current leases expire February 28, 2026.

Dobberstein stated NDSCS is looking for approval now to program state funding to invest in improvements needed in the hangar to accommodate the school. He also added that there is no place else on the airport for the ND Army National Guard helicopter unit and without that hangar we will lose them and they will move to Bismarck.

Darren Hall, Fargo Jet Center, was recognized and stated they are actively working with NDSCS to open the school in August. He stated FJC has used those hangars for years to store aircraft but there are limitations due to the size of the hangar doors. He stated this is just the start of the program and they are looking for it to grow.

After discussion, Berg moved to table this item until the May meeting. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Ekman voted aye. Kapitan voted no. Motion carried.

Old Business:

Safety report – Dobberstein stated there is nothing to report.

Airline station manager discussion items –

Dobberstein stated he, Darren Anderson and Jeff Klein (Mead & Hunt) met with the properties representatives of three of the airlines serving Fargo (Delta, United, American – Allegiant and Frontier were not able to make it). They discussed a facility to house airline deicing trucks, and they all indicated they will not pay anything to occupy such a facility as they don't feel there is a need for it.

Bresciani stated it seems that this is an important topic and deserves a lot of conversation. He stated this broader topic deserves a special meeting and we need to give administration the time to gather the information needed for a deep dive on these topics from both a financial and customer service perspective.

Joe Kasper, McGough Construction, provided pricing options for passenger boarding bridges that go above and beyond the current scope of work included in the construction documents. These options are strictly PBB pricing and do not include electrical pricing, design fees, or change order mark up of insurance and fee. These costs could add upwards of \$25,000 per unit, not including design fees. Gate 6 PCA (heating and cooling) \$210,000 per unit, Gates 7, 8, & 9 PCA (heating and cooling) \$160,000 per unit.

Dobberstein stated Darren Anderson sent out a survey to a number of different northern tier airports that have heated boarding bridges and got a number of different opinions.

After discussion, Bresciani moved to ask McGough Construction to pursue the conduit option without electrical at this point, just doing the minimum of what we need to do to keep the conversation going. Second by Kapitan.

Old Business: (continued)

Joe Kasper confirmed that we are talking about the gates in the terminal expansion, not the existing gates.

Bresciani confirmed that we would not be disturbing existing concrete.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye.

Dobberstein stated we also discussed a baggage lift for gate checked bags. He stated the majority of the time that applies to a CRJ-200. The passenger checks the bag at the gate and carries the bag to the end of the boarding bridge and the employees load it into the aircraft. He stated the same applies when arriving, the bag is brought to the end of the bridge, if they are following airlines procedures, but often the bags go to baggage claim due to lack of staff. He stated there is baggage lift option that a number of airports with CRJ's where the passenger puts their own bag onto a shelf, the door closes and it goes down to the ramp to be loaded onto the aircraft. Upon return the passenger would pick up in the same location. Again, the only aircraft that applies to is the CRJ and those are few and far between here. He stated the three properties people we talked to (Delta, American, United) indicated we don't need that as that is not the direction they are going. He stated we also showed them the wheelchair lift at the end of the boarding bridge and they want nothing to do with that. He stated the wheelchair issue will be solved with the completion of the terminal expansion.

Dobberstein stated he will work with Terry Stroh on getting some estimated costs on a de-icing truck storage building.

Ekman gave an update on the Arts and Amenities Committee for the terminal expansion project. Four subcommittees have been formed:

- Art, Sponsorships, Wayfaring and Signage, and Virtual Reality

Attorney Bossart was recognized and stated she has done an initial draft of a memorandum of lease agreement with Sky Dine, Inc. She stated she will finalize the memorandum and present it to the board at the next meeting.

Bresciani congratulated Fargo Jet Center on again being recognized as being in the top 5% of FBOs in the Americas by Aviation International News. He also recognized Shawn's leadership and the MAA staff for their work and being named the North Dakota Airport of the Year.

Darren Hall, FJC, was recognized and stated they could not achieve this without their partners with the Airport Authority, US Customs and Border protection and the FAA ATC.

Kapitan moved to adjourn. Second by Berg.

All members present voted aye. Motion carried.

Time at adjournment was 10:17 a.m.

**APPROVED May 13, 2025**  
**Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

May 13, 2025

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, May 13, 2025, at 8:00 a.m.

Present: Bresciani, Berg, Cosgriff, Kapitan, Ekman  
Others: Bossart, Strand  
Absent: None

Chair Ekman presiding.

Approved the Minutes of the Regular Meeting Held April 8, 2025:

Berg moved to approve the minutes of the Regular Meeting held April 8, 2025.  
Second by Bresciani.  
On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye.  
Motion carried.

Approved the Order of the Agenda:

Berg moved to approve the order of the agenda with the exception of #15 (Continue discussion and approve request from Fargo Jet Center regarding SGA hangar lease extension to accommodate NDSCS A&P school and the ND Army National Guard) to be deferred until the next meeting.

Second by Bresciani.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Consent Agenda:

Bresciani moved to approve the consent agenda:

CONSENT AGENDA

1. Approve the airport vouchers totaling \$551,243.36.
2. Approve individual vouchers:
  - A. AMERICAN ENGINEERING TESTING - \$2,550.00  
Quality testing – parking ramp

- B. MEAD & HUNT - \$159,220.00  
Terminal apron reconstruction
- C. MEAD & HUNT - \$5,245.29  
Terminal apron expansion/de-icing
- D. ADB SAFEGATE - \$39,757.80  
Airfield lighting and vault upgrade
- E. TL STROH ARCHITECTS - \$20,000.00  
Parking ramp (Payment #17)
- F. TL STROH ARCHITECTS - \$40,000.00  
Shuttle lane
- G. TERRACON - \$1,830.45  
Quality testing, passenger terminal expansion
- H. MEAD & HUNT - \$53,766.83  
Construction administration, passenger terminal expansion.
- I. MEAD & HUNT - \$9,541.98  
Amenities coordination
- J. MCGOUGH CONSTRUCTION - \$1,292,583.09  
Partial Payment Request #11, parking ramp
- K. CUMMING MANAGEMENT GROUP - \$300.00  
Passenger terminal contract amendment review
- L. SUN ELECTRIC - \$25,470.00  
Partial Payment Request #7, electrical vault equipment and airfield lighting
- M. SUN ELECTRIC - \$18,453.58  
Partial Payment Request #8, electrical vault equipment and airfield lighting
- N. MCGOUGH CONSTRUCTION - \$3,320,458.30  
Partial Payment Request #23, passenger terminal expansion and modification
- O. VOLAIRE AVIATION, INC. - \$1,875.00  
Monthly data subscription
- P. PARSONS ELECTRIC - \$420.00  
Utility locates, apron expansion (2 invoices)

- Q. FLINT GROUP – \$32,360.30  
2025 marketing
  - R. AMERICAN ENGINEERING TESTING - \$7,233.00  
Quality control testing – parking ramp
  - S. ADB SAFEGATE - \$17,477.84  
Airfield lighting and vault upgrade.
  - T. TL STROH ARCHITECTS - \$6,3676.85  
Skyway
  - U. TL STROH ARCHITECTS - \$20,000.00  
Parking ramp (Payment #18)
  - V. TL STROH ARCHITECTS - \$1,600.00  
Deicing truck building
  - W. TL STROH ARCHITECTS - \$10,000.00  
Shuttle lane
3. Receive and approve notice of hangar sublease between JP Development LLP and Bell Bank.
  4. Receive and approve communication from Dr. Casey Fines regarding a 5-year lease extension for Fly High Condo Association, SGA hangar.
  5. Receive and approve lease agreement with Sun Country Airlines to occupy ticket counter space vacated by Landline.
  6. Receive notice from City of Fargo regarding Improvement District #PR-25-F, concrete paving rehabilitation and incidentals, estimated Airport Authority property share of project costs.
  7. Receive communication from Fargo Aircraft Maintenance, Inc., advising of their intent to provide public fueling services upon completion of new hangar. Limited Service FBO agreement to be updated (public aircraft fueling services, aircraft maintenance and storage).
  8. Approve one-year renewal of listing agreement with Cityscapes Development, LLC for Eastside Terminal.
  9. Receive minutes from Governance Committee meetings April 8 and April 15.

Approved Consent Agenda: (continued)

Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received March 2025 Financials:

Tanna Aasand, EideBailly, was recognized via zoom, and reviewed the March 2025 financials. She also presented a comparison of first quarter 2025 vs 2024.

Tom Schauer, Mead & Hunt, was recognized and reviewed project funding. He stated Hector received \$45 million of the \$60 million requested from the state. He added that this was the first time there were multiple airports joining their efforts to secure funding from the legislature for airport projects.

Berg moved to receive and file the March 2025 financials. Second by Bresciani.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Update from TL Stroh Architects on Parking Structure:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking structure project. He reviewed items in Change Order #21 including insulation of mechanical equipment rooms, the addition of a fire door separating the ramp and the terminal building, and the alteration to a curtain wall system in the skyway, total increase of \$525,108.00.

Kapitan moved to approve Change Order #21 for an increase of \$525,108.00.

Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Stroh reviewed GMP #6 for the shuttle lane in the amount of \$950,637.00.

Berg moved to approve GMP #6 to the terminal project in the amount of \$950,637.00 for the shuttle lane. Second by Kapitan.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Update from Mead & Hunt Regarding Terminal Expansion and Modification Project:

Brandon Halverson, Mead & Hunt, was recognized via zoom, and gave an update on the terminal expansion and modification project. He stated the project is on schedule and still tracking under budget. He stated the Arts and Amenities Committee has met and some subcommittees have been formed and have also met. He stated they are making progress.

The plan to acquire four new Passenger Boarding Bridges (PBB) in lieu of refurbishing the existing PBBs was presented and reviewed. The plan includes the addition of PC air/heating/cooling to each bridge.

Berg moved to approve the purchase of four new bridges to replace four of the existing bridges, as presented, at a cost of \$5,124,827.62.

Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Update from Mead & Hunt Regarding South GA Apron Expansion and Approve Proposed Plan:

Jeff Klein, Mead & Hunt, was recognized and reviewed the proposed plan for the expansion of the apron in the South GA to serve the 4 Suns hangar currently under construction. He added that part of the private development is to put in a storm sewer on the north side of the hangar that ties into an underground detention basin. He stated part of the airport's portion of the project will be to add a trench drain to take care of the drainage on the east side of the hangar. He stated that was the best solution for the long term durability of the pavement.

Berg moved to approve the plan for the South GA apron expansion as proposed by Mead & Hunt. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Dobberstein stated the goal is to have the concrete in place by August 1 so to expedite the process we will have a special meeting on Thursday, June 12 so that we can award this contract and get the project started.

Presentation by Dr. Michael Strand, NDSU:

Bresciani introduced Dr. Michael Strand, Professor and Director of the School of Design, Architecture and Arts at NDSU, to present the museum concept and how it can contribute to the airport terminal.

Strand was recognized and stated he appreciates the opportunity to be a part of the terminal project. He stated he has been working with the architects and is on the Arts and Amenities Committee. He stated this is a complex opportunity that is really large scope. He sees NDSU's role as being complementary to the other spaces of art and how we tell a story of the region and develop interaction rather than just display art.

Received Update from SP Plus Regarding Valet and Shuttle Services:

Gregory Pierson, Regional Manager, SP Plus, was recognized and gave an update on the valet and shuttle services. He presented a revenue and operational overview for both services. He stated they are recommending discontinuing the valet service once the ramp is open but keeping the overflow lot in place. He stated the overhead for the overflow lot is very minimal and they are seeing passengers continuing to park in that lot as now during nice weather passengers don't mind the walk to the terminal. He stated shuttle ridership is lower now than the winter months and due to the cost, they are recommending discontinuing the shuttle service but that is up to the board.

Berg moved to continue the valet service until the ramp is open but to discontinue the shuttle service.

Second by Kapitan. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received Communication from SP Plus Regarding Lease Extension:

The communication dated May 8, 2025, from Gregory Pierson, SP Plus, was received and filed without objection.

Pierson was recognized and stated their current agreement with the MAA expires September 30, 2025. He stated they were very involved in the analysis going into the parking ramp project and would like to continue their partnership with the airport and contribute their institutional knowledge of airport parking facilities. He stated they are requesting a two year and three month extension through December 31, 2027. He stated it has been the goal for the contract term to follow the calendar year.

Berg moved to extend the contract with SP Plus for one year and three months through December 31, 2026.

Second by Kapitan. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Discussed Preliminary 2026 Budget Process:

Dobberstein stated we have begun the 2026 budget process and it is being built on a 4% COLA, maintain the employee's share of health insurance premiums, a two mill levy, two cent per gallon increase in the fuel flowage fee from four cents to six cents. He stated he is working with John DeCoster on a new airline operating agreement. He stated he hopes to have a preliminary budget to present at the June meeting.

Discussed Plan to Secure Agreements with Transportation Network Companies:

Dobberstein stated he has been working with Uber and Lyft to get an agreement in place. He stated Attorney Bossart is working on drafting an agreement based on another airport's agreement. The agreement would be that they pay a \$2.00 drop-off and \$2.00 pick-up fee and both are willing to have an agreement in place. He stated we should have that draft for approval at the June meeting with the agreement to take effect August 1, 2025.

Moved June Meeting to Tuesday, June 17:

Dobberstein stated due to the AAAE Conference the June meeting will be scheduled for Tuesday, June 17. He added that we will be looking at a special meeting on June 12 to award project contracts.

Old Business:

Nothing to report on safety.

Cost estimates from McGough Construction were presented based on the conceptual design of a de-icing facility drafted by TL Stroh Architects. Project to be discussed further at a later date.

Old Business: (continued)

Dobberstein gave an update on the ACDBE Consultation Meeting held May 7, 2025, and have met our obligation for federal grant requirements. This is the federal program for Airport Concession Disadvantaged Business Enterprise Program.

Dobberstein stated the ND Legislature passed a law this session that effective August 1, 2025, all political subdivisions will be required to have a public comment period at meetings, so that will formally be an item on all agendas.

Kapitan moved to adjourn. Second by Bresciani. All members present voted aye.  
Motion carried.

Time at adjournment was 9:44 a.m.

**APPROVED June 17, 2025**  
**Shawn A. Dobberstein, MAA Secretary**

Special Meeting

Tuesday

June 12, 2025

A Special Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Thursday, June 12, 2025, at 8:00 a.m.

Present: Berg (in person), Bresciani, Cosgriff, Ekman (via zoom)  
Absent: Kapitan  
Others: Bossart

Chair Ekman presiding.

Approved the Order of the Agenda:

Bresciani moved to approve the order of the agenda. Second by Berg.  
On the call of the roll, Bresciani, Berg, Cosgriff, Ekman voted aye.  
Kapitan absent. Motion carried.

Approved the Consent Agenda:

Berg moved to approve the consent agenda:

1. Approve individual vouchers:
  - A. MEAD & HUNT - \$159,220.00  
Terminal apron reconstruction
  - B. MEAD & HUNT - \$39,859.28  
Terminal apron expansion
  - C. MEAD & HUNT - \$5,390.00  
PFC #10 Application
  - D. MEAD & HUNT - \$12,320.00  
South GA apron expansion
  - E. MEAD & HUNT - \$80,852.92  
Construction administration, passenger terminal expansion
  - F. MEAD & HUNT - \$22,264.62  
Art and Amenities coordination

Approved the Consent Agenda: (continued)

- G. MEAD & HUNT - \$5,529.00  
ACDBE program updates.
- H. REEDE CONSTRUCTION - \$495,139.50  
Partial Payment Request #4, terminal apron expansion
- I. PARSONS - \$350.00  
Utility locates, terminal apron expansion (2 invoices)
- J. PARSONS - \$420.00  
Utility locates, terminal expansion
- K. MCGOUGH CONSTRUCTION - \$2,058,417.12  
Partial Payment Request #12, parking ramp
- L. MCGOUGH CONSTRUCTION - \$2,875,003.33  
Partial Payment Request #24, passenger terminal expansion
- M. ADB SAFEGATE - \$6,742.76  
Airfield electrical vault and lighting project
- N. COLUMN (THE FORUM) - \$216.60  
Legal advertisement, 18/36 markings
- O. COLUMN (THE FORUM) - \$1,037.40  
Legal advertisement, Runway 18/36 and cargo apron rehabilitation
- P. AMERICAN ENGINEERING TESTING - \$9,592.50  
Quality control testing – parking ramp
- Q. SUN ELECTRIC - \$24,148.18  
Partial Payment Request #9, airfield electrical vault and lighting project
- R. VOLAIRE AVIATION - \$1,875.00  
Monthly air service data.
- S. JK ENGINEERS - \$20,735.00  
Airfield electrical vault and lighting project
- T. FLINT GROUP - \$14,877.59  
2025 marketing
- U. TL STROH ARCHITECTS - \$20,000.00  
Parkng ramp

Approved the Consent Agenda: (continued)

- V. TL STROH ARCHITECTS - \$7,249.75  
Skyway construction administration

Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Ekman voted aye. Kapitan absent. Motion carried.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for the Runway 18-36 Pavement Marking Project:

Berg moved to award the contract for the Runway 18-36 pavement marking project to Hi-Lite Airfield Services, LLC, based on their bid of \$172,671.61.

Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Ekman voted aye. Kapitan absent. Motion carried.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for the Runway 18-36 Pavement Rehabilitation Project and Approve Contract for Construction Services:

Berg moved to award the contract for the Runway 18-36 Pavement Rehabilitation Project to Interstate Sealant & Concrete, Inc. based on their bid of \$595,568.80, and to approve the contract with Mead & Hunt in the amount of \$33,300.00 for construction services.

Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Ekman voted aye. Kapitan absent. Motion carried.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for the Terminal Apron Reconstruction – Phase I:

Berg moved to award the contract for the Terminal Apron Reconstruction – Phase I to Northern Improvement Company based on their bid of \$7,833,392.05, and to approve the contract with Mead & Hunt in the amount of \$659,500.00 for construction services and \$12,600.00 for closeout services.

Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Ekman voted aye. Kapitan absent. Motion carried.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for the South GA Apron Expansion:

Berg moved to award the contract for the South GA Apron Expansion to Strata Corporation based on their bid of \$1,486,233.90, and to approve the contract for construction services with Mead & Hunt in the amount of \$70,700.00.

Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Ekman voted aye. Kapitan absent. Motion carried.

Meeting adjourned at 8:12 a.m.

**APPROVED June 17, 2025, Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

June 17, 2025

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, June 17, 2025, at 8:00 a.m.

Present: Bresciani, Berg, Cosgriff, Kapitan, Ekman  
Absent: None  
Others: Bossart

Chair Ekman presiding.

Approved the Minutes of the Regular Meeting Held May 13, 2025, and the Special Meeting Held June 12, 2025:

Berg moved to approve the minutes of the Regular Meeting held May 13, 2025, and the Special Meeting held June 12, 2025. Second by Bresciani.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Order of the Agenda:

Bresciani moved to approve the order of the agenda. Second by Kapitan.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Consent Agenda:

Bresciani moved to approve the consent agenda:

1. Approve the airport vouchers totaling \$646,875.13.
2. Approve the individual vouchers:
  - A. MEAD & HUNT - \$5,985.00  
Part 23 ACDBE Program update
  - B. PARSONS - \$140.00  
Locates – parking ramp

Approved the Consent Agenda: (continued)

- C. MEAD & HUNT - \$16,540.00  
Arts and Amenities
  - D. MEAD & HUNT - \$75,717.14  
Passenger terminal construction administration
  - E. CUMMING GROUP - \$500.00  
GMP Amendment #1 review
3. Approve request from the ND American Legion Auxiliary for a two-year extension for office in the Eastside Terminal.
  4. Approve request from Roger Tidd for a one-year extension for office in the Eastside Terminal.
  5. Authorize attendance at ARFF Annual Symposium, September 22-25, 2025, Uncasville, CT.
  6. Authorize attendance at GLC AAAE Annual Conference, July 24-27, 2025, East Moline, IL.
  7. Authorize attendance at the AAAE National Airports Conference, September 28-30, 2025, Salt Lake City, UT.

Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Continued Discussion Regarding Fargo Jet Center's Request to Extend SGA Hangar Lease to Accommodate NDSCS A&P School and the ND Army National Guard:

Communications from James Sweeney, Fargo Jet Center, and Dr. Rod Flanigan, President, NDSCS, dated April 2, 2025, were received at the regular meeting held April 8, 2025. The request was for a 10-year extension of their lease on MAA Hangars #3 and #4 and the Hangar #3 Admin Building to accommodate the new Aviation Maintenance Program being launched by NDSCS in August 2025, and also to continue to house the ND Army National Guard helicopter until their new hangar is constructed in the next five to ten years. The current lease expires February 28, 2026. James Sweeney and Dr. Flanigan were both present.

Berg moved to not extend the lease at this time but that the MAA rent directly to NDSCS for \$1 a year for the next two years and work out a direct lease with the ND Army National Guard. Second by Cosgriff.

Discussion was held.

Kapitan moved to end the discussion and call the question. Second by Bresciani.

On the call of the roll, members Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Continued Discussion Regarding Fargo Jet Center's Request to Extend SGA Hangar Lease to Accommodate NDSCS A& P School and the ND Army National Guard: (continued)

Call of the roll on the original motion, Bresciani, Berg, Cosgriff, Ekman voted aye. Kapitan voted no. Motion carried.

Received April Financials:

Tanna Aasand, EideBailly, reviewed the April 2025 financials.

Kapitan moved to receive and file the April financials. Second by Bresciani.

On the call of the roll, Bresciani, Cosgriff, Kapitan, Ekman voted aye. Berg absent. Motion carried.

Received Update from TL Stroh Architects on Parking Structure:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking ramp project. He stated the project is on schedule and going well.

Received Update from Mead & Hunt Regarding Terminal Expansion and Modification Project:

Joe Kasper, McGough Construction, was recognized and stated he is filling in for Mead & Hunt today. He stated the terminal expansion project is going well and is on schedule. They are currently working on the baggage claim area in the renovation portion of the project.

Received Preliminary 2026 Budget:

Tanna Aasand, EideBailly, was recognized and gave a high level overview of the proposed 2026 budget. She stated this is the first reading so there will be changes in revenue and expense amounts based on input from the board.

The board requested the Executive Director present recommendations at the next meeting for any additional staff positions he would like to see.

Kapitan moved to receive the preliminary 2026 budget. Second by Berg.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Certified 2026 Levy Amount to the City of Fargo, NDCC 2-06:

Kapitan moved to certify a 2026 mill levy amount of \$1.8 million, not to exceed 2.0 mills, or the equivalent as allowed per new House Bill 1176 property tax cap implications, in accordance with Section 2-06-14 of the North Dakota Century Code for 2026 improvements.

Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received Communication and Approved Request from Fargo Jet Center to Construct a Ground Service Equipment Building in the North General Aviation Area:

Dobberstein stated Fargo Jet Center is proposing to construct a ground service equipment facility to the east of their existing facilities on a site already included in their ground lease. Site plan and building sketches were received.

Kapitan moved to approve the request from Fargo Jet Center for the construction of a ground service equipment building as presented. Second by Bresciani.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Discussed Status of the Overflow Parking Lot Constructed in 2024:

Dobberstein stated the overflow parking lot was constructed in 2024 to make up for the loss of spaces during construction of the parking ramp. The lot was constructed with the option of removing the lot requiring an additional payment to the contractor or keep the lot in place and add the required storm water infrastructure.

After discussion, Jeff Klein, Mead & Hunt, was directed to get further details on timeline and costs to keep the lot in place.

Old Business:

SAFETY REPORT -Nothing to report on safety. Dobberstein stated PRO Resources continues to do an excellent job with the safety program for our employees.

ARTS AND AMENITIES COMMITTEE UPDATE – Roland Eidahl, Eidahl Environmental Design, was recognized and presented a design for a monument sign at the entrance to the airport. He stated he is recommending the monument sign as Phase I with Phase II being the addition of an electronic sign in the next 3-5 years if funding is available.

Berg and Kapitan now absent.

Next step will be to present a complete budget at the next meeting.

Proposed airport hotel RFP update – Dobberstein read an update from Tom Schauer, Mead & Hunt. They are proposing the airport postpone construction on a hotel until the current projects are complete. RFP could go out this fall, received in 2026, with construction to begin in 2027.

Governance Committee update – Bresciani stated the committee has received feedback from board members on policy, procedures and goals we would want to track. He stated they will work with Dr. Schatz to schedule another session with the full board to work on the goals.

Public Comment Period:

No comments.

Cosgriff moved to adjourn. Second by Bresciani. All members present voted aye.  
Motion carried.

Time at adjournment was 10:12 a.m.

**APPROVED July 8, 2025, Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

July 8, 2025

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday, July 8, 2025, at 8:00 a.m.

Present: Bresciani, Berg, Cosgriff, Kapitan, Ekman  
Absent: None  
Others: Bossart, Strand

Chair Ekman presiding.

Approved the Minutes of the Regular Meeting Held June 17, 2025:

Bresciani moved to approve the minutes of the Regular Meeting held June 17, 2025.

Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Order of the Agenda:

Berg moved to approve the order of the agenda. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Consent Agenda:

Berg moved to approve the consent agenda:

1. Approve the airport vouchers totaling \$295,715.57.
2. Approve individual vouchers:
  - A. MEAD & HUNT - \$151,259.00  
Terminal apron reconstruction.
  - B. MEAD & HUNT - \$56,975.19  
Terminal apron expansion.
  - C. MEAD & HUNT - \$46,200.00  
SGA apron expansion.

Approved Consent Agenda: (continued)

- D. PARSONS ELECTRIC - \$280.00  
Utility locates, terminal apron expansion.
  - E. MCGOUGH CONSTRUCTION - \$2,059,658.90  
Partial Payment #25, terminal expansion.
  - F. REEDE CONSTRUCTION - \$2,516,045.09  
Partial Payment #5, terminal apron expansion.
  - G. ADB SAFEGATE - \$33,853.16  
Airfield electrical vault/lighting upgrade.
  - H. THE FORUM - \$640.68  
Legal ad for apron reconstruction.
  - I. WESLEY SCHON, PE - \$1,000.00  
Contract fee review, terminal apron reconstruction, Phase I.
  - J. FLINT GROUP - \$21,275.25  
2025 marketing.
  - K. STRATA CORPORATION - \$95,186.25  
Partial Payment #1, SGA apron expansion.
  - L. REEDE CONSTRUCTION - \$2,772,871.92  
Partial Payment #6, terminal apron expansion.
  - M. INTERSTATE SEALANT & CONCRETE - \$176,697.45  
Partial Payment #1, Runway 18/36 rehabilitation.
  - N. KPH, INC. - \$142,356.50  
Partial Payment #1, glycol sewer and forcemain.
  - O. AMERICAN ENGINEERING TESTING - \$5,148.75  
Parking ramp.
3. Authorize attendance at Takeoff North America, November 4-6, Tallahassee, FL
  4. Authorize travel to NAFTAZ Conference, September 14-17, Kansas City.
  5. Receive ACDBE goals for 2025-2027.

6. Approve easement request from Consolidated Communications to extend communication line in the SGA hangar area.

Regular Meeting Held July 8, 2025

Page No. 3

Approved Consent Agenda: (continued)

7. Receive and approve Construction Services Agreement with Mead & Hunt related to the glycol sewer forcemain project (not to exceed \$484,077.00).

Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received May Financials and 2026 Budget Update:

Tanna Aasand, EideBailly, was recognized via zoom and presented May 2025 financials. She reported no issues or concerns with the operating budget.

Second reading of the proposed 2026 budget was reviewed. The Executive Director will provide written recommendations on any changes to outsourced/contracted services at the next meeting.

Berg moved to receive and file the May financials. Second by Bresciani. On the call of the roll, Berg, Bresciani, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received Update from TL Stroh Architects on Parking Structure, Shuttle Lane and Skyway:

Terry Stroh, TL Stroh Architects, was recognized via zoom and gave an update on the parking ramp. He stated the Flash parking equipment is on site and being installed. He stated the top three floors will be open for cars in August.

Received Update from Mead & Hunt Regarding Terminal Expansion and Modification Project:

Brandon Halverson, Mead & Hunt, was recognized via zoom and gave an update on the terminal expansion project. He reported the project is on schedule and currently tracking under budget.

Continued Discussion Regarding Overflow Parking Lot Constructed in 2024:

Jeff Klein, Mead & Hunt, was recognized and stated he worked up a cost estimate of about \$400,000 to install the required storm water retention pond for the lot to become permanent rather than temporary. That amount would include the \$114,000 which would be paid to the contractor, KPH, Inc., for the salvage value of the aggregate in place. The contract with KPH included this payment to them in the event the material would stay in place and not be removed. He stated he is also estimating \$250,000 to add a final lift of asphalt, which could be delayed and incorporated into another parking lot project in the future.

Bresciani moved to approve the storm water retention pond required for the overflow parking lot to become permanent, but to delay the asphalt resurfacing. Second by Berg.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received and Approved Agreements with Uber and Lyft:

Item delayed until the next meeting.

Old Business:

Safety report. Dobberstein reported two minor employee injuries.

Arts and Amenities Committee Update.

Brandon Halverson stated July 14 is the next committee meeting. The NDSU display areas have been identified and The Arts Partnership will continue their rotational program. He stated they are also looking into using a curator for other areas. They will have a recommendation to present to the board. Flint is working on an RFP for sponsorships, and we should have those by the end of July.

Roland Eidahl, Eidahl Environmental, was recognized via zoom and gave an update on the three major exterior signage projects, the call letters by the terminal, the monument sign and electronic message sign. He stated they have a meeting scheduled for July 15 to include everyone involved with signage.

Governance Committee Update. Bresciani stated the committee is working with Dr. Schatz to schedule a Governance Workshop and Goal Setting Session. He stated the desire is to have it scheduled following a regular meeting and the next meeting is August 12. Board members will be advised of the date.

Public Comment Period:

No comments.

Berg moved to adjourn. Second by Bresciani. All members present voted aye. Motion carried.

Time at adjournment was 9:08 am.

**APPROVED August 12, 2025, Shawn A. Dobberstein, MAA Secretary**

Special Meeting

Monday

July 21, 2025

Special Meeting of the Municipal Airport Authority was held Monday, July 21, 2025, at 9:00 a.m.

Present: Bresciani (via zoom), Berg, Cosgriff, Kapitan, Ekman  
Absent: None  
Others: Bossart

Chair Ekman presiding.

Received and Approved Agreements with Uber and Lyft, and the AAAE Transportation Security Clearinghouse:

Dobberstein presented the Operating Agreements with Uber and Lyft for the Transportation Network Companies (TNC) to begin paying pick-up and drop-off fees of \$2.00 to the airport. There will be annual increases in the fee. He stated the goal is for these agreements to be effective August 1, 2025, but the clearinghouse that will be handling receipt of the payments (AAAE Transportation Clearinghouse) needs 30 days for setup so we may be looking at September 1. He stated we will also be looking at permitting agreements with the taxis and hotel shuttles.

Kapitan moved to receive and approve the Operating Agreements with Uber and Lyft. Second by Berg. On the call of the roll, members Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Continued Discussion on 2026 Budget:

Dobberstein stated the budget document provided to the board members has not had any changes since the second reading. He highlighted a few items on the operational budget, 4% COLA, employee share of health insurance remaining the same with the MAA picking up the increase for 2026, increasing the fuel flowage fee from four cents to six cents per gallon.

Tanna Aasand, EideBailly, was present to review the budget.

Discussion was held regarding requests for proposals for banking, attorney/legal services, air service development, marketing, engineering, as well as the possibility of an internal marketing position and outsourced vs. internal accounting/CFO services.

After further discussion, it was decided to schedule one more budget discussion meeting prior to the August meeting at which the budget will be approved.

Kapitan moved to adjourn. Second by Cosgriff. All members present aye. Motion carried.

Time at adjournment was 10:36 a.m.

**APPROVED August 12, 2025, Shawn A. Dobberstein, MAA Secretary**

Special Meeting

Thursday

July 31, 2025

Special Meeting of the Municipal Airport Authority was held Thursday, July 31, 2025, at 8:00 a.m.

Present:       Bresciani, Berg, Cosgriff, Kapitan, Ekman  
Absent:       None  
Others:       Bossart

Chair Ekman presiding.

Continued Discussion on 2026 Budget:

Berg moved that the board establish a process to seek requests for proposals for third party vendors every five years. Second by Bresciani.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Tanna Aasand, EideBailly, was recognized via zoom. Aasand reviewed any changes made from the second reading of the 2026 Budget to this third reading.

Dobberstein stated we did receive an email request from the mayor to reduce our \$1,739,573 request for tax levy funds for 2026 by \$500,000. He asked how the board wants to respond to the request. It was the consensus of the board to respond that we cannot reduce our request due to the project costs that will be incurred in 2026 and the need to show local participation.

Dobberstein stated on another matter, there are some parking lot areas in the south general aviation area that need repair yet this year. He stated we received informal proposals from contractors, and the lowest bid was about \$80,000 from Border States Paving. He stated they are ready to start this project.

Berg moved to adjourn. Second by Kapitan. All members present voted aye. Motion carried.

Time at adjournment was 9:03 a.m.

**APPROVED August 12, 2025, Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

August 12, 2025

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, North Dakota, was held Tuesday August 12, 2025, at 8:00 a.m.

Present: Bresciani, Berg, Cosgriff, Kapitan, Ekman  
Absent: None  
Others: Bossart, Strand

Chair Ekman presiding.

Approved the Minutes of the Regular Meeting Held July 8, 2025, and Special Meetings Held July 21 and July 31, 2025:

Bresciani moved to approve the minutes of the Regular Meeting held July 8 and Special Meetings held July 21 and 31, 2025. Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Order of the Agenda:

Bresciani moved to approve the order of the agenda. Second by Kapitan. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Consent Agenda:

Bresciani moved to approve the consent agenda. Second by Kapitan.

**CONSENT AGENDA:**

1. Approve the airport vouchers totaling \$504,928.95.
2. Approve the individual vouchers:
  - A. TL STROH ARCHITECTS - \$1,786.00  
Partial Payment #7, skyway.
  - B. TL STROH ARCHITECTS - \$40,000.00  
Partial Payment #20, parking ramp.

- C. TL STROH ARCHITECTS - \$24,890.00  
Partial Payment #3, shuttle lane.
- D. TL STROH ARCHITECTS - \$8,000.00  
Partial Payment #4, shuttle lane.
- E. VOLAIRE AVIATION, INC. - \$3,842.27  
Chamber business roundtable
- F. MEAD & HUNT - \$1,968.00  
ACDBE Goal Update.
- G. ARCHKEY/PARSONS - \$280.00  
Utility locates, ramp and terminal (2 invoices).
- H. ADB SAFEGATE - \$10,414.52  
Airfield lighting vault upgrade.
- I. MEAD & HUNT - \$15,052.50  
Runway 18/36 and cargo apron rehabilitation.
- J. MEAD & HUNT - \$6,605.94  
South GA apron expansion.
- K. REEDE CONSTRUCTION - \$2,772,871.92  
Payment #6, terminal apron expansion.
- L. MEAD & HUNT - \$112,162.83  
Terminal apron expansion.
- M. MEAD & HUNT - \$17,387.04  
Amenities.
- N. MEAD & HUNT - \$53,582.97  
Terminal expansion construction administration.
- O. MCGOUGH CONSTRUCTION - \$3,521,798.13  
Payment #26, terminal expansion and modification.
- P. INTERSTATE SEALANT & CONCRETE - \$176,697.45  
Payment #1, Runway 18/36 and cargo ramp rehabilitation.
- Q. MEAD & HUNT - \$3,080.00  
Final payment, South GA apron expansion design and bidding.

- R. MCGOUGH CONSTRUCTION - \$2,709,934.95  
Payment #14, parking ramp.
- S. MEAD & HUNT - \$75,704.83  
Glycol apron sewer forcemain.
- T. VOLAIRE AVIATION, INC. - \$1,875.00  
Air service data.
- U. FLINT GROUP - \$62,682.52  
Marketing.
- V. INTERSTATE SEALANT & CONCRETE - \$488,599.88  
Payment #2 (Final) Runway 18/36 and cargo apron rehabilitation.
- W. KPH, INC. - \$470,319.87  
Payment #2, terminal apron and deicing apron expansion.
- X. REEDE CONSTRUCTION - \$1,653,142.40  
Payment #7, terminal apron expansion.
- Y. STRATA CORPORATION - \$1,084,955.58  
Payment #2, south GA apron expansion.
- Z. TL STROH ARCHITECTS - \$20,000.00  
Parking ramp construction administration.
- AA. TL STROH ARCHITECTS - \$1,036.00  
Shuttle lane
- AB. TL STROH ARCHITECTS - \$541.00  
Skyway.

- 3. Authorize attendance at GLC AAAE Airports Conference, September 23-25, 2025, Rosemount, IL.
- 4. Receive communication from Andy Skatvold regarding sale of NGA hangar and request to assign ground lease.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye.  
Motion carried.

Received June Financials:

June financials were distributed and reviewed.

Kapitan moved to receive June 2025 financials. Second by Bresciani.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Reviewed and Approved 2026 Budget:

The third reading of the proposed 2026 Budget was presented and reviewed.

Berg moved to approve the 2026 Budget. Second by Bresciani.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received Update from TL Stroh Architects on Parking Ramp, Shuttle Lane and Skyway Update (Terry Stroh):

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking ramp, which opened August 4. He stated the project is pretty much complete with the exception of some signage and landscaping. He stated they will begin work on the skyway. The perforated metal panels on the north and west sides of the ramp will be installed this fall. After discussion of the white paint marking handicapped spaces rather than blue, Stroh indicated they would have them repainted blue.

Received Update from Mead & Hunt Regarding Terminal Expansion and Modification Project (Brandon Halverson):

Brandon Halverson, Mead & Hunt, and Rolland Eidahl, Eidahl Environmental Designs, were recognized via zoom. They reviewed proposed monument signs plan and presented the estimated cost of \$411,905.00.

Cosgriff moved to approve the proposed monument signs plan. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Halverson reviewed cost adjustments to GMP

- Mechanical coordination for the east parking lot to accommodate location of future hotel (\$840,625)
- Concessions update (\$482,605)
- Apron lighting (\$405,309)

Halverson stated for accounting purposes the following funds will be moved into the GMP, \$648,540 plus Skydine's participation of \$1,080,000, revising the total GMP to \$104,095,541.

Received Update from Mead & Hunt Regarding Terminal Expansion and Modification Project (Brandon Halverson): (continued)

Halverson reviewed locations for Clear Channel advertising monitors and recommended approval. Halverson indicated the need for approval today is so that the electrical contractor can install the needed service for the signage.

Kapitan moved to approve the recommendation by Mead & Hunt for advertising screen locations. Second by Bresciani.

After further discussion, Berg moved to table the motion for one month. Second by Cosgriff.

On the call of the roll, Berg, Cosgriff, Ekman voted aye.  
Bresciani, Kapitan voted no. Motion carried.

Halverson presented and reviewed Phase I of the furniture in the expansion for a total of \$1,570,730.10 (furniture and installation).

Berg moved to authorize purchase of furniture for Phase I. Second by Bresciani.  
On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Presentation by Dr. Susan Kliman, Chair, NDSU Department of Architecture, Regarding Possible Student Project:

Dr. Susan Kliman, Chair, NDSU Department of Architecture and Interior Design, was recognized and stated she was approached regarding the possibility of NDSU students using the airport and adjacent properties as the subject of a visioning project for possible future development. She stated she has a group of fourth year students they are proposing to work this fall semester on this project. She stated they would like to get some ideas from the board on what they may envision so that the results of the students' efforts may be used. She stated they have had similar projects in Minot and Medora and those have been valuable to those communities. She stated they will need to know the extent of the area involved.

There was some discussion on a possible stipend or sponsorship for the project.

Receive and Approve Amended and Restated Lease Agreement with Sky Dine:

Attorney Bossart presented the Amended and Restated Lease Agreement with Sky Dine.

Kapitan now absent.

Discussion was held. No action taken.

Considered Recommendation to Increase Fuel Flowage Fee from \$.04 per Gallon to \$.06 per Gallon Effective January 1, 2026:

Cosgriff moved to increase the fuel flowage fee from \$.04 to \$.06 effective January 1, 2026. Second by Bresciani. On the call of the roll, Bresciani, Cosgriff, Ekman voted aye. Berg abstained. Kapitan absent. Motion carried.

Received Bid Tabulation and Recommendation of Award from Mead & Hunt for Glycol Collection and Forecemain, North Segment, \$897,200.00:

Jeff Klein, Mead & Hunt, was recognized and presented bid tabulation for the Glycol Collection & Forecemain, North Segment, bids received August 7, 2025.

KPH	\$ 897,200.00
Dakota Underground	\$1,309,880.00
Engineer's Estimate	\$1,020,075.00

Klein stated they recommend award to KPH, Inc.

Berg moved to accept the recommendation from Mead & Hunt to award the project for the Glycol Collection and Forecemain – North Segment, to KPH, Inc., based on their bid of \$897,200.00. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Ekman voted aye. Kapitan absent. Motion carried.

Old Business:

**Safety report** – nothing to report

**Hotel RFQ Update** (Tom Schauer)

Schauer not able to stay on the meeting via zoom due to its extended time. Later reported that he is working on draft RFQ for hotel and making final drawings to submit to the MAA at the next meeting.

**Art and Amenities Committee Update** (Brandon Halverson)

Halverson reported that the committee felt an art curator would be necessary for the project and they interviewed two art curators, and the committee came to a unanimous decision that they would recommend Ivy Oland. He stated the committee is requesting to move forward with Phase I of establishing an art curation program at the airport at a cost of \$7,200.

Berg moved to approve moving forward with Phase I as presented. Second by Cosgriff.

After further discussion, Halverson stated they will roll this cost for the proposed Phase I of establishing an art curation program into their existing contract with the airport.

Motion and second were withdrawn.

**Special Assessments Update**

Dobberstein stated he, Berg and Cosgriff met with representatives of the City of Fargo regarding special assessments. He stated we believe there has been some change in the FAA's view of airport revenue related to property tax dollars (levy funds we receive). There is an initial opinion that mill levy money is not considered airport revenue. He stated he has asked the Bismarck FAA office for a formal determination if mill levy money can be used to pay special

**Special Assessments Update (continued)**

assessments. He stated we are waiting for that formal determination. He stated we have also asked if revenue generated from property that was purchased without federal funds could be used to pay special assessments. He stated FAA representatives will be here tomorrow, and we will discuss that with them. The COF has always been able to levy special assessments to tenants of the airport for their proportionate share.

**PUBLIC COMMENT PERIOD**

No comments

Berg stated we had scheduled an hour and a half today with Dr. Schatz to meet on our governance policies. He stated he feels if we had settled and adopted our governance policies three months ago, we would not be having three and a half hour meetings. He is wondering if we should even worry about governance because there doesn't seem to be any interest in establishing governance policies and it is frustrating. He stated we have a long way to go as a board.

Dobberstein stated Dr. Jeffrey Schatz had to drop off the meeting, as we were scheduled to meet with him at 9:30 am and it is now 11:30.

Berg moved to adjourn. Second by Cosgriff. All members present voted aye. Motion carried.

Time at adjournment was 11:28 a.m.

**APPROVED September 9, 2025, Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

September 9, 2025

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, September 9, 2025, at 8:00 a.m.

Present: Bresciani, Berg, Cosgriff, Kapitan, Ekman  
Absent: None  
Others: Bossart

Chair Ekman presiding.

Approved the Minutes of the Regular Meeting of the Municipal Airport Authority Held August 12, 2025:

Berg moved to approve the minutes of the Regular Meeting held August 12, 2025, as amended. Second by Cosgriff.

On the call of the roll, Berg, Cosgriff, Ekman voted aye.  
Bresciani, Kapitan voted no. Motion carried.

Approved the Order of the Agenda:

Cosgriff moved to approve the order of the agenda. Second by Berg.  
On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye.  
Motion carried.

Approved the Consent Agenda:

Kapitan moved to approve the items on the consent agenda. Second by Bresciani.  
On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

1. Approve the airport vouchers totaling \$666,175.86.
2. Approve the individual vouchers:
  - A. AMERICAN ENGINEERING TESTING - \$5,003.75  
Parking ramp quality testing
  - B. MEAD & HUNT - \$28,643.33  
Glycol sewer forcemain

- C. MEAD & HUNT - \$27,069.54  
Amenities coordination
- D. MEAD & HUNT - \$79,101.26  
Passenger terminal construction administration
- E. MEAD & HUNT - \$25,509.89  
Airfield pavement rehab, 18/36, cargo apron
- F. MCGOUGH CONSTRUCTION - \$2,603,061.34  
Partial Payment Request #15, parking ramp
- G. MCGOUGH CONSTRUCTION - \$3,338,459.69  
Partial Payment Request #27, passenger terminal expansion
- H. REEDE CONSTRUCTION - \$1,653,142.40  
Partial Payment Request #7, terminal apron expansion
- I. MEAD & HUNT - \$111,404.61  
Terminal apron expansion
- J. MEAD & HUNT - \$55,647.14  
SGA apron expansion
- K. INTERSTATE SEALANT & CONCRETE - \$488,599.88  
Partial Payment #2 (Final), Runway 18/36, cargo apron
- L. KPH, INC. - \$470,319.87  
Partial Payment Request #2, glycol collection and forcemain
- M. MEAD & HUNT - \$1,373.00  
ACDBE program
- N. MCGOUGH CONSTRUCTION - \$489,692.73  
Parking ramp roof damage (insurance claim)
- O. MEAD & HUNT - \$1,235.00  
Part 23 ACDBE Program
- P. PARSONS ELECTRIC - \$140.00  
Locates for glycol forcemain
- Q. VOLAIRE AVIATION - \$1,875.00  
Air service data

- R. SUN ELECTRIC - \$29,002.23  
Partial Payment Request #10 (Final), airfield electrical vault equipment and lighting upgrade
  - S. TERRACON - \$11,333.25  
Quality testing, passenger terminal expansion
  - T. ADB SAFEGATE - \$24,526.21  
Airfield electrical fault equipment and lighting project
  - U. STRATA CORPORATION - \$66,688.47  
Partial Payment Request #3, SGA apron expansion
  - V. KPH, INC. - \$1,492,442.65  
Partial Payment Request #3, glycol forcemain
  - W. REEDE CONSTRUCTION - \$1,123,276.65  
Partial Payment Request #8, terminal apron expansion
  - X. JK ENGINEERS - \$2,175.00  
Airfield electrical vault equipment and lighting upgrade
  - Y. BUTLER MACHINERY - \$239,000.00  
2025 Massey-Ferguson tractor (MAA approved 3/11/25)
3. Receive and approve one-year lease extension for Buck's Trading Co, Eastside Terminal.
  4. Approve bill of sale from Unifi Aviation to MAA for boarding bridge #2 for \$1.00.
  5. Approve ground rental rate increase for property leased to Cass County.
  6. Approve easement and temporary easement with the City of Fargo for the glycol forcemain pipeline at the city wastewater lagoons.
  7. Authorize attendance at the AAAE Aviation Issues Conference, January 11-15, 2026, Kona, HI (registration only)
  8. Approve Encroachment Agreement with Southeast Cass Water Resource District, AutoBAHN and the Municipal Airport Authority and approve 20-year ground lease extension. (AutoBAHN building expansion adjacent to Drain 10)

Received July Financials:

July 2025 financials were presented and reviewed.

Kapitan moved to receive July financials. Second by Berg.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received Update from TL Stroh Architects on Parking Ramp, Shuttle Lane and Skyway:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking ramp, shuttle lane and skyway. He stated handicapped spaces in the ramp were repainted blue. Contractors are working on the generator for the ramp, landscaping and installing screens.

Received Update from Mead & Hunt Regarding Terminal Expansion and Modification Project:

Brandon Halverson, Mead & Hunt, was recognized via zoom and presented updated renderings reviewing Clear Channel locations and art locations.

Berg moved to approve construction on the locations proposed by Mead & Hunt. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Halverson presented and reviewed the baggage claim seating plan.

Bresciani moved to approve the baggage claim seating plan as presented. Second by Kapitan. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Halverson presented and reviewed the Arconas proposal for the purchase of furniture for the renovation portion of the terminal project, Quote No. 40565 in the amount of \$801,711.53.

Bresciani moved to authorize purchase of furniture as proposed by Arconas in the amount of \$801,711.53. Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received Amended and Restated Lease Agreement with Sky Dine:

Communication dated September 3, 2025, from James M. Wiederrich, Woods Fuller, legal counsel for Sky Dine, was received and filed without objection, along with the Amended and Restated Lease Agreement (Food and Beverage Services).

After discussion, Berg moved to table the Amended and Restated Agreement with Sky Dine. Second by Cosgriff.

Berg, Cosgriff, Ekman voted aye. Bresciani, Kapitan voted no. Motion carried.

Received and Approved Statement of Interest and Qualifications (SOIQ) for Proposed Hotel Project:

Tom Schauer, Mead & Hunt, was recognized via zoom, and presented the Statement of Interest and Qualifications (SOIQ) for the proposed hotel project.

The notice was reviewed and discussion held.

Berg moved to move ahead with the Notice of Request for Statement of Interest and Qualifications for the hotel development project. Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Old Business:

Safety Report – nothing to report

Art & Amenities Committee Update

Brandon Halverson, Mead & Hunt, gave an update on the Art & Amenities Committee. He stated they will share their findings at the October board meeting. He added they are waiting for a proposal on the virtual reality room.

Public Comment Period:

There were no comments.

Berg moved to adjourn. Second by Cosgriff. All members present voted aye. Motion passed.

Time at adjournment was 9:48 a.m.

**APPROVED October 14, 2025, Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

October 14, 2025

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, October 14, 2025 at 8:00 am.

Present: Bresciani (via zoom), Berg, Cosgriff (via zoom), Kapitan, Ekman  
Absent: None  
Others: Bossart, Strand

Chair Ekman presiding.

Ekman read a statement of discipline for a comment made by Kapitan in the meeting held September 9, 2025.

Approved the Minutes of the Regular Meeting Held September 9, 2025:

Kapitan moved, Berg seconded a motion to approve the minutes held September 9, 2025. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Order of the Agenda:

Kapitan moved and Berg seconded motion to approve the order of the agenda. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Consent Agenda:

Kapitan moved and Bresciani seconded a motion to approve the items on the consent agenda. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

- A. TL STROH ARCHITECTS - \$926.00  
Skyway construction administration
- B. TL STROH ARCHITECTS - \$4,588.46  
Shuttle lane – services
- C. HI-LITE AIRFIELD SERVICES - \$147,525.81  
Payment Request #1, airfield pavement markings

Approved the Consent Agenda: (continued)

- D. AMERICAN ENGINEERING & TESTING - \$4,551.25  
Parking ramp quality control
- E. BORDER STATES PAVING - \$82,674.00  
South GA parking lot repairs/maintenance/manhole repair
- F. FLINT GROUP - \$77,915.77  
2025 marketing
- G. MEAD & HUNT - \$26,153.50  
Art & Amenities, terminal project
- H. AIRSIDE SOLUTIONS - \$7,590.40  
Airfield electrical vault upgrade and lighting
- I. PARSONS ELECTRIC/ARCHKEY - \$140.00  
Utility locates, passenger terminal expansion
- J. MEAD & HUNT - \$37,056.20  
Glycol sewer forcemain
- K. MEAD & HUNT - \$1,184.15  
Airfield pavement rehabilitation, 18/36, cargo
- L. MEAD & HUNT - \$73,380.74  
Terminal apron expansion
- M. MCGOUGH CONSTRUCTION - \$622,742.33  
Payment Request #16, parking ramp
- N. MEAD & HUNT - \$3,733.00  
Part 23 ACDBE Program
- O. MCGOUGH CONSTRUCTION - \$4,785,624.82  
Payment Request #28, passenger terminal expansion and modification
- P. VOLAIRE - \$1,875.00  
Air service data
- Q. ARCONAS - \$491,392.23  
Partial Payment #1, furniture and fixtures (3 invoices)
- R. PARSONS ELECTRIC/ARCHKEY - \$280.00  
Utility locates, glycol line, parking ramp (2 invoices)

Approved the Consent Agenda: (continued)

- S. AMERICAN ENGINEERING & TESTING - \$1,500.00  
Quality control – parking ramp
  - T. KPH, INC. - \$1,467,604.23  
Partial Payment #4, glycol forcemain
  - U. REEDE CONSTRUCTION - \$1,698,017.58  
Partial Payment #9, terminal apron expansion
  - V. TL STROH ARCHITECTS - \$4,358.46  
Shuttle lane
  - W. TL STROH ARCHITECTS - \$20,012.06  
Parking ramp
  - X. TL STROH ARCHITECTS - \$11,051.54  
Construction administration, skyway
3. Receive and approve request from Midco for easement.
  4. Authorize attendance at Allegiant Airports Conference, March 31-April 2, 2026, Las Vegas, NV.
  5. Authorize purchase of snowplow from Metal Pless, Inc. (govt price - \$89,320.00)
  6. Receive notice of SGA hangar ownership change for the Bernabucci hangar and approve request for a 10-year lease extension.
  7. Receive and approve operating agreement with Turo Inc. for a peer-to-peer car sharing operation.

Received August Financials:

August 2025 financials were presented and reviewed.  
Kapitan moved and Berg seconded motion to approve August financials.  
On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received Update from TL Stroh Architects on Parking Ramp, Skyway and South Parking Lot:

Terry Stroh, TL Stroh Architects, was recognized and gave an update on the parking ramp, skyway and south parking lot. He stated he was asked to get a cost to install screen panels on the remainder of the structure. The estimate from McGough was \$1,079,859.00.

Received Update from TL Stroh Architects on Parking Ramp, Skyway and South Parking Lot:  
(continued)

He stated they conducted the required testing for air movement with the installation of additional screens and the addition of the screens would not have an adverse effect on the air movement requirements.

Dobberstein stated the additional screens are really a matter of public safety.

Kapitan moved and Berg seconded a motion to approve the addition of screen panels on the remainder of the parking ramp at a cost of \$1,079,859.00.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Received Update from Mead & Hunt Regarding Terminal Expansion and Modification Project:

Brandon Halverson, Mead & Hunt, was recognized via zoom. He gave an update on the terminal project noting that the project budget was tracking.

Locations for Clear Channel signage were presented. Gena Molica, Mead & Hunt, was recognized and stated that the map presented coordinates the wayfinding signage, advertising signage/displays and art.

Berg moved and Kapitan seconded a motion to table this item. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Molica presented the proposal for the virtual reality room from Immersive Reality USA. She stated Hector International Airport would be the first airport in the country with this feature.

Berg moved and Kapitan seconded the motion to approve the proposal from Immersive Reality USA at a cost of \$151,982.70. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Ivy Oland, Oland Arts Consulting, was recognized via zoom, and presented an art update and recommendations. Discussion was held on the design for the calm wall (wall at the end of the security checkpoint/composure area) and the decision needed to either go with the original material recommended (moss) or the alternative material (mosaic tile). Additional cost for the mosaic tile would be \$20,000.00.

Berg moved and Kapitan seconded a motion to approve the mosaic tile wall for an additional cost of \$20,000.00. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Oland reviewed the recommendation for Phase I Budget Allocation calling for a commitment of \$100,000 from the airport which would cover art in the critical locations.

Gena Molica stated there would be a final proposal for Phase II.

After discussion, Cosgriff moved and Berg seconded a motion to approve the initial funding of \$100,000 for Phase I of the terminal expansion art plan. On the call of the roll, Berg, Bresciani, Cosgriff, Ekman voted aye. Kapitan voted no. Motion carried.

Berg now absent.

Received Parking Operations Update from SP Plus/Metropolis:

Gregory Pierson, SP Plus/Metropolis, was recognized and gave an update on parking operations. He reviewed a plan to add a dynamic pricing program to the parking ramp.

Kapitan moved and Cosgriff seconded a motion to move forward with the dynamic pricing program for the parking ramp. On the call of the roll, Bresciani, Cosgriff, Kapitan Ekman voted aye. Berg absent. Motion carried.

Meeting adjourned at 10:15 a.m.

**APPROVED November 10, 2025, Shawn A. Dobberstein, MAA Secretary**

Special Meeting

Tuesday

October 28, 2025

The Special Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, October 28, 2025, at 8:00 a.m.

Present: Bresciani, Berg, Cosgriff, Ekman  
Absent: Kapitan  
Others: Bossart (via zoom)

Chair Ekman presiding.

Received Parking Operations Update from SP Plus/Metropolis:

Gregory Pierson, SP Plus/Metropolis, was recognized via zoom. Pierson stated the board approved moving forward with the dynamic pricing program for the parking ramp at its last meeting. He gave an update on the other parking lots.

Received and Approved Proposed Master Services Agreement with Eide Bailly LLP:

The proposed Master Services Agreement with Eide Bailly LLP was received and reviewed. Attorney Bossart stated she has reviewed the agreement and her recommended changes were presented to the Eide Bailly legal team, and those changes were made.

Berg moved and Cosgriff seconded a motion to approve the proposed Master Services Agreement with Eide Bailly LLP. On the call of the roll, Bresciani, Berg, Cosgriff voted aye. Ekman voted no. Kapitan absent. Motion carried.

Received Communication from Fargo Aviation LLC Regarding Proposed NGA Hangar and Ground Lease:

Communication dated October 9, 2025, from Fargo Aviation LLC was received and filed without objection. The letter requests a ground lease to support a 100' x 100' hangar in the north general aviation area. A site plan for the proposed hangar was provided.

After discussion, no action was taken. Dobberstein stated he would ask Fargo Aviation LLC to come back to the board with a different plan.

Received Communications from the Federal Aviation Administration and City of Fargo Regarding Special Assessments to Airport Property:

Communications from David P. Anderson, Deputy Manager, Federal Aviation Administration dated October 8, 2025, and from Doug Durgin, Special Assessments Coordinator, City of Fargo, dated October 7, 2025, were received and filed without objection.

Dobberstein stated the FAA's letter states the FAA does allow the use of property tax levy revenue to pay special assessments, which is a major change to their policy which has been in place for a long time. After meetings with Durgin, they came up with a plan to assess specials to the airport as well as airport tenants. He added this has set off a lot of debate at other FAA Airport District Offices around the country and there is always the chance that the FAA or someone else in Washington will come up with a different interpretation and may require a claw back of any funds paid.

Berg moved and Bresciani seconded a motion to approve the special assessment plan proposed by the City of Fargo in their October 7 communication.

Durgin stated the current deferral agreements will stay in place.

On the call of the roll, Bresciani, Berg, Cosgriff, Ekman voted aye. Kapitan absent. Motion carried.

Old Business:

Safety report – nothing to report

Dobberstein stated we will have a report for the board at the next meeting regarding the wind damage to the roof of the parking ramp occurring on October 27, 2025.

Hotel SOIQ update

Dobberstein stated the Notice of Request for Statements of Interest and Qualifications for the proposed airport hotel have been posted on our website and will be advertised in the locals in The Forum for three weeks starting October 29, 2025. Dobberstein stated the FM CVB has been provided this notice and they will distribute to the hotels in the metro and Dobberstein stated he will also reach out to other area and regional hotel developers.

Discussed CFO and internal marketing/community engagement positions

After discussion, Berg moved and Cosgriff seconded a motion to direct staff to present a plan on how they would implement an internal CFO and marketing position and share the benefits and challenges. Berg, Cosgriff, Ekman voted aye. Bresciani voted no. Kapitan absent. Motion carried.

Governance Committee update – Berg stated our efforts toward adopting governance stalled a number of months ago. Bresciani stated the underlying problem is whether or not the board has the discipline to follow a governance policy and ironically the previous agenda item illustrates that the board does not have that discipline. He suspects our consultant would share a similar perspective and therein is how we get to a stalling point.

Ekman suggested formation of committees.

Berg recommended agenda items be accompanied with more information and a suggested motion.

Old Business: (continued)

Cosgriff mentioned the board represented the public and that discussion and disagreement can be expected; a committee recommendation would be voted on by the board.

Public Comment Period:

No public comment

Meeting was adjourned at 9:19 a.m.

**APPROVED November 10, 2025, Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Monday

November 10, 2025

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Monday, November 10, 2025, at 8:00 a.m.

Present: Bresciani, Berg, Cosgriff, Kapitan (via zoom), Ekman  
Absent: None  
Others: Bossart, Strand

Chair Ekman presiding.

Approved the Minutes of the Regular Meeting held October 14, 2025 and the Special Meeting Held October 28, 2025:

Berg moved to approve the minutes as amended. Second by Cosgriff.  
On the call of the roll Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Order of the Agenda:

Berg moved to approve the order of the agenda after moving Items #3 and #4 on the consent agenda to the regular agenda. Second by Cosgriff. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Consent Agenda:

Berg moved to approve the Consent Agenda. Second by Cosgriff. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

1. Approve the airport vouchers totaling \$341,561.18
2. Approve the individual vouchers:
  - A. MEAD & HUNT - \$37,118.53  
Construction administration, glycol forecemain
  - B. MCGOUGH CONSTRUCTION - \$299,244.10  
Partial Payment Request #17, parking ramp
  - C. MEAD & HUNT - \$97,901.45  
Construction administration, terminal apron expansion

- D. IMMERSIVE REALITY - \$75,911.35  
50% payment – virtual reality room
- E. AIRSIDE SOLUTIONS - \$40,803.60  
Electric vault upgrade and airfield lighting
- F. ARCHKEY/PARSONS ELECTRIC - \$140.00  
Utility locates, passenger terminal
- G. MEAD & HUNT - \$84,364.45  
Passenger terminal construction administration
- H. MEAD & HUNT - \$22,688.71  
Art & amenities coordination
- I. MEAD & HUNT - \$55,171.76  
Passenger terminal construction administration
- J. MEAD & HUNT - \$2,059.00  
FAR Part 23 ACDBE
- K. TERRACON - \$12,147.00  
Quality testing, passenger terminal expansion
- L. MCGOUGH CONSTRUCTION - \$6,230,586.24  
Partial Payment Request #29, passenger terminal expansion
- M. HI-LITE - \$40,097.40  
Runway 18/36 markings, final payment
- N. FLINT GROUP - \$19,202.12  
Airport marketing – September
- O. FLINT GROUP - \$22,374.53  
Airport marketing – October
- P. VOLAIRE AVIATION - \$1,875.00  
Air service data
- Q. STRATA CORPORATION - \$77,698.26  
SGA apron expansion

Approved Consent to Assignment of Lease Between Group 2, LLC and Magnum Electric, LLC:

Berg moved to approve the requested Consent to Assignment of Lease from Group 2, LLC to Magnum Electric Holdings LLC, for the hangar at 1716 23<sup>rd</sup> Avenue North.

Second by Bresciani. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved Request from JP Development, LLP for 180-Day Right of First Refusal for Adjacent Property Development:

The communication dated November 6, 2025, from James P. Sweeney, JP Development, was received and filed without objection. The request is for a 180-day Right of First Refusal for adjacent property development. A site plan for future hangar development was provided.

Pat Sweeney was recognized via zoom and stated the reason for the request is that they have already maxed out their hangar space on the existing ramp.

Berg moved to approve the 180-day Right of First Refusal requested by JP Development, LLP. Second by Bresciani.

On the call of the roll, Bresciani, Berg, Cosgriff, Ekman voted aye. Kapitan absent at the time. Motion carried.

Received September Financials:

September financials were presented and reviewed.

Bresciani moved to receive the September financials. Second by Berg.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved Airline Lease and Operating Agreement and Rates and Charges Model to be Effective January 1, 2026:

John DeCoster, Decomm Ventures, was recognized via zoom. He stated there have been a lot of changes since 2009, which is the last time Fargo adopted an agreement with its airlines. He reviewed the highlights of the rates and charges model. He stated the rates were set to try to stay competitive and are set each year. The term of the agreement is five years with one additional three-year (3) option.

Bresciani moved to approve the Signatory Airline Operating Agreement and Terminal Building Lease and rates and charges model effective January 1, 2026, as presented. Second by Berg.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Update from TL Stroh Architects on Parking Ramp Roof, Skyway and South Parking Lot:

Terry Stroh was recognized via zoom and Joe Jenni was present.

Stroh stated last week we had a number of people meet regarding the roof damage on the ramp (McGough, insurance adjuster, MAA, TL Stroh, Herzog Roofing). He stated everyone is still gathering data to determine the cause and he should have more to report at the next meeting. He stated that the roof has been secured.

Jenni stated the primary framing on the skyway is complete with the exception of the interior. He stated the concrete by the entry had to be demolished and has been repoured.

Dobberstein stated KPH will not be able to complete the work on the south overflow parking lot until next spring.

Update from Mead & Hunt Regarding Terminal Expansion and Modification Project:

Brandon Halverson, Mead & Hunt, was recognized via zoom and gave an update on the terminal expansion and modification project. He stated there is a lot of activity and progress inside the building. He stated the apron expansion is complete, and the boarding bridges are being installed.

Michael Strand, NDSU, was recognized via zoom and gave an update on the two main showcase areas NDSU will be maintaining. He discussed staggering the rotation of displays. Costs for one rotation per year of two cases would be \$5,000.00, and two rotations per year of two cases would be \$9,000.00.

Bresciani moved to approve two rotations of two displays per year at a cost of \$9,000.00. Second by Berg.

On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Communication from Thaddeus Glenn, Clear Channel, dated November 5, 2025, was received and filed without objection. The request is for immediate approval of advertising locations as presented by Mead & Hunt. Glenn was recognized via zoom.

After discussion, Berg moved to approve all locations as recommended by Mead & Hunt, with the exception of six (6) at the entrance to the skyway. Second by Bresciani.

On the call of the roll, Bresciani, Berg, Kapitan voted aye.

Cosgriff, Ekman voted no. Motion carried.

There will be follow-up on the skyway signage.

Ivy Oland was recognized via zoom and gave an update on a kinetic sculpture being purchased and donated by McGough Construction. McGough will also construct a base for the structure. There was discussion on art donations vs. art being loaned for display. Oland stated the committee would discuss that and come back with a recommendation.

Update from Mead & Hunt Regarding Terminal Expansion and Modification Project:  
(continued)

Gena Molica, Mead & Hunt, was recognized via zoom and gave an update on the immersive reality room. Vendor has been on site and equipment should be installed in December. She stated sponsorships have been put on hold for now.

Molica presented a proposal from InterOffice for furniture for the administration offices, play area and sensory room. Proposal was for a total cost of \$232,644.34.

Bresciani moved to approve the proposal from InterOffice for a total cost of \$232,644.34. Second by Kapitan. On the call of the roll, Bresciani, Cosgriff, Kapitan, Ekman voted aye. Berg out of the room. Motion carried.

Old Business:

Safety Report – nothing to report

Positions -

Dobberstein presented job descriptions for CFO and marketing/community engagement positions. He was also asked to provide pros and cons for each position.

After discussion, Cosgriff moved to approve the suggested job descriptions for the two positions to set us on track to hire those positions within the 2026 budget as already anticipated. Second by Berg.

On the call of the roll, Berg, Cosgriff, Ekman voted aye.  
Bresciani, Kapitan voted no. Motion carried.

Governance Committee -

Berg stated he will take the lead in setting up something to move forward.

Vendor RFP Timeline

Engineering contract is through 2028

Architects are selected on a project by project basis

Parking – RFP will be published in the summer of 2026 for a January 1, 2027 start

Marketing – RFP could be published June 2026 for a January 1, 2027 start

Legal – RFP could be published June 2026 for a January 1, 2027 start

Banking – no change is recommended, but board could go out into the market again

Professional Employment Organization – PRO Resources is on a year to year basis

Jetway update (added to agenda)

Nothing to report. Bridges have been delivered and installed.

Liquor License (added to agenda)

Discussion was held regarding communication between Sky Dine and the City Auditor on the liquor license. After discussion, staff was directed to work with the City of Fargo to look into an expanded liquor license to allow for consumption throughout the gate areas.

Public Comment Period

No public comment.

Meeting was adjourned at 10:28 a.m.

**APPROVED December 16, 2025, Shawn A. Dobberstein, MAA Secretary**

Regular Meeting

Tuesday

December 16, 2025

The Regular Meeting of the Municipal Airport Authority of the City of Fargo, ND, was held Tuesday, December 16, 2025, at 8:00 a.m.

Present: Bresciani, Berg, Cosgriff, Kapitan, Ekman  
Absent: None  
Others: Bossart

Chair Ekman presiding.

Approved the Minutes of the Regular Meeting Held November 10, 2025, and the Governance Committee Meeting Held December 3, 2025:

Bresciani moved to approve the minutes from November 10 and December 3. Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Order of the Agenda:

Bresciani moved to approve the order of the agenda. Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Approved the Consent Agenda:

Bresciani moved to approve the items on the Consent Agenda. Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

1. Approve the airport vouchers totaling \$998,669.19.
2. Approve individual vouchers:
  - A. TL STROH ARCHITECTS - \$20,000.00  
Storm drain, overflow parking lot
  - B. TL STROH ARCHITECTS - \$2,151.00  
Skyway
  - C. TL STROH ARCHITECTS - \$2,236.00  
Skyway

- D. ARCONAS - \$267,237.18  
1/3 payment, Phase 2 furniture, terminal expansion
- E. INTEROFFICE - \$100,111.84  
1/2 payment – furniture, terminal expansion
- F. MEAD & HUNT - \$21,628.49  
Art & Amenities coordination
- G. MEAD & HUNT - \$111,382.99  
Passenger terminal expansion, construction administration
- H. MEAD & HUNT - \$65,188.07  
Apron expansion, construction administration
- I. MEAD & HUNT - \$17,866.05  
Glycol sewer forcemain
- J. VOLAIRE - \$9,500.00  
TakeOff 2025 airline meeting data
- K. MCGOUGH CONSTRUCTION - \$906,986.45  
Partial Payment #18, parking ramp
- L. MCGOUGH CONSTRUCTION - \$7,377,275.03  
Partial Payment #30, passenger terminal expansion
- M. FLINT GROUP - \$12,894.25  
2025 marketing
- N. KPH, INC. - \$661,320.00  
Partial Payment #1, glycol collection and forcemain, north segment
- O. KPH, INC. - \$215,797.50  
Partial Payment #5, glycol collection and forcemain, south segment
- P. REEDE CONSTRUCTION - \$1,083,015.31  
Partial Payment #10, apron expansion
- Q. VOLAIRE - \$1,875.00  
Data subscription
- R. MEAD & HUNT - \$1,583.75  
SGA apron reconstruction soil management plan

- S. MEAD & HUNT - \$28,465.73  
Terminal apron expansion
  - T. AMERICAN ENGINEERING & TESTING - \$2,517.50  
Parking ramp, quality testing
  - U. MEAD & HUNT - \$11,238.33  
Art & Amenities coordination
  - V. MEAD & HUNT - \$77,730.23  
Terminal expansion, construction administration
3. Authorize attendance at the ACI/AAAE Legislative Conference, March 18-19, 2026, Washington, DC.
  4. Approve contract amendment with TL Stroh Architects for storm water detention design services for overflow parking lot (\$20,000.00).
  5. Approve contract amendment with Terracon for quality testing association with the skyway (\$24,540.00).
  6. Receive notice from JP Development regarding sale of NGA hangar to Kirk Hamilton, FAR North Aviation LLC.
  7. Approve request from FAR North Aviation LLC (Kirk Hamilton) for a 25-year ground lease for NGA hangar.
  8. Receive and approve airport liability insurance policy renewal for 2026 (AIG) \$101,909.00.
  9. Approve assignment of SGA ground lease from Group 2, LLC to Century Holdings LLP and Michael J. Graham.
  10. Approve assignment of SGA ground lease from Century Holdings LLP and Michal J. Graham to Magnum Electric Holdings, LLC (previous action approved 11-10-25 was assignment from Group 2 LLC to Magnum Electric Holdings LLC).
  11. Receive and approve Conflict of Interest document for MAA board members.
  12. Approve assignment of SGA ground lease from Paul A. Bernabucci Revocable Living Trust to Christian Bernabucci.

Received October Financials:

October financials were presented and reviewed.

Kapitan moved to receive the October financials. Second by Berg. On the call of the roll, Bresciani, Berg, Cosgriff, Kapitan, Ekman voted aye. Motion carried.

Presentation by NDSU Students Regarding Concepts for Developing Property Adjacent to the Airport:

The board welcomed the NDSU students from Architecture 471 along with instructor Matthew Boreen. Students presented ideas for creating an urban setting for the area south of the parking lots, including hotel, gas station, farmer's market, restaurants, dog park, spa, gyms, airport museum, etc.

Received Update from TL Stroh Architects on Parking Ramp Roof and Skyway:

Joe Jenni, TL Stroh Architects, was recognized and stated he did not have much to report on the parking ramp roof damage as a different adjuster had been assigned. He stated they are making progress on the skyway. He stated they are still working on details for the additional perforated panels that are going to be added to the ramp.

Received Update from Mead & Hunt Regarding Terminal Expansion and Modification Project:

Brandon Halverson, Mead & Hunt, was recognized and gave an update on the terminal expansion and renovation of the existing space. He stated we expect to receive the Certificate of Occupancy January 12 and have the new space operational February 9.

Joe Kasper, McGough Construction, was recognized and outlined the timeline until project completion, which will be March 2027.

Halverson presented the Arts Program Policy Outline Draft created by the Arts & Amenities Committee. He stated the goal is for the board to approve this outline today and then the committee would build on this and create a policy for final approval by the board.

Dr. Michael Strand was recognized and reviewed the proposed policy structure and discussed the importance of establishing a policy. He stated this policy will provide guiding principles for the future.

Bresciani moved to approve the policy outline as presented. Second by Kapitan.

On the call of the roll, Bresciani, Cosgriff, Kapitan, Ekman voted aye. Berg was out of the room. Motion carried.

Reviewed NGA Hangar Development Plan:

Jeff Klein, Mead & Hunt, was recognized and presented a diagram of the airport layout plan for the North GA, along with a plan for North GA apron expansion.

After discussion, Klein was directed to bring back to the board an estimated cost for construction of a proposed hangar access road to accommodate proposed future hangar development.

Received SGA Fuel Farm Expansion Plan and Ground Lease Request from Fargo Aircraft Maintenance:

Fuel Farm Proposal dated December 12, 2025, from Fargo Aircraft Maintenance, along with associated diagrams, were presented.

David Sahl and Jacob Sahl were recognized and stated they are requesting approval of a fueling station closer to their operation in their new hangar (4 Suns hangar).

After discussion, Fargo Aircraft Maintenance indicated they would come back to the board with a revised proposal.

Old Business:

Safety Report – Dobberstein reported one minor incident with an employee. No injury.

Governance Committee Update –

Ekman asked board members if they had completed their Conflict of Interest Disclosure Statements. Dobberstein stated he was asked at the December 3 Governance Committee Meeting to provide the board members with the document. Item was tabled until the next meeting.

MAA Liquor License Update –

Bossart reported on her research done on an expanded liquor license for the airport working with City Attorney Nancy Morris. She stated that the MAA will need to make a request to the Liquor Control Board, which meets next on January 21, 2026.

Austin Sejnoha, Sky Dine, was recognized via zoom and stated that they are pursuing this at the direction of the board, and they are happy to seek this adjustment in the license.

Ekman encouraged all board members to review the memorandum from Attorney Bossart regarding open meeting laws provided September 2024 and direct any questions to Bossart.

Public Comment Period No comments.

Meeting adjourned at 10:41 a.m.

**APPROVED January 20, 2026, Shawn A. Dobberstein, MAA Secretary**