

Tioga Airport Authority Meeting Minutes

January 18, 2023

7:00PM

Tioga Airport Terminal

Board Members: Curtis Vande Sandt, Dean Hanson, Jeff Moe Jr., Paul Weyrauch, David Pagel

Bookkeeper: Patricia Hove

Guests: Wayne Knutson, Richard Olson, Joe Keller

1. Previous meeting minutes for 12/21/2023 read by Jeff Moe JR. Paul W made a motion to approve previous meeting minutes, Dean H 2nd. All approved and motioned passed.
2. Treasurer's report: Reviewed treasurer's report with bills totaling \$7,549.92. Jeff M makes motion to approve bills, Paul W 2nd, motion passed. Bank balance as of 1/21/2024 is \$601,986.91, QB balance is \$599,858.93 The difference between bank balance and QB balance of uncashed checks is \$5,421.94.

Old Business:

KLJ – Runway lights to start in April or May. Needs Curtis to sign approval document.

Pavement rehab project – FAA looked at the short fall and does not feel comfortable taking on the project. They also do not want to have two projects running at the same time, which would be the taxi lights and micro seal project. KLJ feels TAA should continue with the project, and they will continue to work on the plans. Jeff said TAA would talk to Mark and Kyle in March.

Richard said grants were not expected to be executed until August, but the federal grants have to be done by March 15th, and state grants by April 1st. TAA would have to pay money upfront before they could be reimbursed.

Richard talked to Shane about the beacon eye project, and Shane feels KLJ could easily take that on.

Slant Wall – Paul discussed how a bifold door would work on the slant wall. He received a quote for a \$7,000 frame that would help to secure the door while in motion. The frame would allow the door to open further than it currently does. Also on the quote was a 41 foot door, eyes, and hooks. The total cost for door and frame would be \$22,730.93 with a 5% government discount. The government discount does not include freight. Overhead door wants 25% down.

Jeff received quote from Wayne Knutson for a 16ft by 20ft roll up door. Includes trolley operated with break, lights, and remote. Quote came in at \$15,900 from Magic City Garage.

Discussion was had about whoever puts up the new T-Hangar could also possibly fix the slant wall door. Jeff made a motion to approve the Schweiss Door with a \$25,000 cap. 2nd by Dean Hanson. All approved. Motion passed.

Grass runway cones – Cones have arrived, and Jeff thinks they were put in the slant wall. KLJ will survey in the spring, and make sure cones are in the proper position. After discussion about how far apart cones

need to be, there is a possibility that TAA needs to order more cones to complete this project. Richard will look at the documents because verbiage is vague.

Flight tracker – tabled

Audit - Patricia updated that Brady Martz has finalized the 2020 Audit and submitted it to the state.

There are journal entries that need to be made in order to get the TAA Quickbooks to be....

Paul asked that we table approving the audit until next meeting so he can become familiar with it and understand it before approving. Patricia asked that the whole board become familiar with the audit paperwork and understand it by next meeting so discussion can be had. All agreed. Audit Tabled.

Equipment liquidation – Paul updated that Ritchie Bros has dropped the ball repeatedly. The documents they sent over to sign were inaccurate and not what TAA were asking for. Curtis recommended that TAA donate the broom to another airport that is in need, and they can haul it. Discussion was made about how much time has been wasted working on the liquidation project. Curtis and Jeff spoke about an online website that is for government entities only, and possibly advertising equipment on there. Discussion was made to talk to Stanley first to see if they want it. Tabled until next meeting.

Signs for Airport – Jeff received a quote from Signs Today. He submitted an application to the Tioga Tourism fund, and they paid it in full. Jeff is trying to get an invoice from Newman Signs so he can go to the Tioga Tourism Fund with an application to help pay for those.

Jeff made a motion to buy Newman Signs and letting for the terminal. Paul 2nd. All approved. Motion passed.

Plow Truck - Curtis updated that the tank Paul donated holds air and works great, but the power steering on the truck needs work. The pump for the power steering needs more trouble shooting. The truck can still be used, but it will be difficult.

Lot Lease – Jeff needs lease from Paul for his new hangar for tax purposes. Paul had lease with him and will get to Jeff.

Paul brought to the boards attention that the verbiage on the lease agreement is vague stating that either party can terminate the lease within 30 days. Discussion was made about how that affects both parties and needs to be changed and or updated. Decision was made to update lease. Jeff made motion to omit the 2nd sentence in lease agreement in line 1. 2nd by David Pagel. All approved. Motion passed.

Fuel Farm – Jeff asked to be tabled until next meeting.

Pavement project – Jeff needs to talk to county and asked to table until next meeting.

Bonding, Workman’s Comp, and Interest Rate – Curtis is still working on bonding. Discussion was made how important it is to get Workman’s Comp figured out. Jeff will talk to city. Tabled

Interest Rate - Tabled

New Business

Reorganization of Board – Curtis said he would like to step down as President. He has a lot on his plate and would like to be a general board member. He asked that the board take that into consideration. Dean Hanson made motion for Jeff Moe Jr to be President of the Tioga Airport Authority. 2nd by Paul Weyrauch. All approved. Motion Passed.

Curtis Vande Sant nominated Paul Weyrauch for Vice President. 2nd by Jeff Moe. All Approved. Motion Passed.

Dean Hanson made a motion to have David Pagel as Secretary Treasurer. Jeff Moe JR 2nd. All approved. Motion Passed.

Financial Signers for TAA Board - Jeff Moe JR, Dean Hanson, and Paul Weyrauch will have check signing authority.

Curtis made motion to have Jeff Moe JR, Dean Hanson, and Paul Weyrauch to have signing authority on bank checking. David 2nd. All approved. Motion Passed.

Paul made motion to make Board President, Jeff Moe JR Airport Manager. Curtis 2nd. All approved Motion passed.

Incident of 1-3-24 (code of conduct) – Jeff discussed that it was brought to his attention about an incident that happened in Paul’s hangar on January 3rd, 2024 between Gene Knutson and Bob G. An incident packet was distributed to the TAA board that included a Sheriff’s Report, as well as past incidents with Gene Knutson. As well as Minimum Standards, By-Laws, and Airport Authorities Act. Jeff was advised by the TAA Attorney to do their own further investigation of the incident. Jeff will talk to Gene Knutson and have him put in writing what happened the day of January 4, 2024. Jeff advised that the board not make any rash decisions, and to read through the packet. The Sheriff’s report that was sent to TAA has misinformation; Jeff is going to request an updated copy. Furuseth Law wanted to be part of the incident conversation during this meeting. Jeff tried multiple times to call Furseth Law via cell phone, but there was no answer.

Airfield Signs – Curtis was able to fix a few of the lights before the weather turned cold. Curtis has been in contact with a lady about parts for the airfield signs.

Lights for the T-Hangars – Jeff talked to LeWayne and said that LeWayne proposed to replace the 6 fluorescent lights with new LED lights. Curtis made a motion to upgrade and change over to cold temp LED lights. Paul 2nd. All Approved. Motion passed.

Fuel Hose 100LL – Paul said the hose is super stiff and hard to work with. Curtis suggested shopping around for artic hoses. Discussion was made about a few different companies out of Williston to check out. Curtis would like to talk to LeWayne to make sure it is wired correctly. Dean volunteered to call Travis Chamness to see what his thoughts are.

Maintenance - Jeff brought up that TAC maintenance was using the tool kat to brush the run way. Jeff has repeatedly told TAC maintenance personnel he needs to be more efficient, and has gone over the steps for winter maintenance very thoroughly. He feels that TAC maintenance is trying to stretch his hours out is not being efficient. Paul suggested that TAA comes up with a procedure for instances like this. Suggested that the airport manager goes directly to TAC Supervisor to discuss issues. Paul stated that Kathy has offered more than one TAC personnel to provide maintenance to the airport when need be.

Paul made motion to adjourn meeting. Curtis 2nd. All approved. Motion passed. TAA adjourned at 9:12PM.