

# TIOGA AIRPORT AUTHORITY AGENDA

3-20-25

7:00 pm

Tioga Airport Terminal

## **New Business**

1. Call to Order
2. Previous Meeting Minutes
3. Treasurer's Report
8. Engineering Selection
9. Fuel Farm
10. Adjourn

## a ***OLD Business:***

4. KLJ Update
5. Airport Update
6. TAA Logo
7. ND Fly Conference
8. Signs





PO Box 429  
Tioga, ND, 58852-0429

TIOGA MUNICIPAL AIRPORT AUTHOR  
PO BOX 428  
TIOGA ND 58852-0428

## Statement Ending 02/28/2025

TIOGA MUNICIPAL AIRPORT

Page 1 of 4

Account Number: 200328

### Managing Your Accounts



Mailing Address

7 N. Main Street  
P.O. Box 429  
Tioga, ND 58852



Phone Number

(701) 664.3388



Online Banking

www.thebankoftioga.com

### Summary of Accounts

Account Type	Account Number	Ending Balance
Platinum Money Market	200328	\$297,786.70

### Platinum Money Market - 200328

#### Account Summary

Date	Description	Amount
02/01/2025	Beginning Balance	\$264,310.77
	8 Credit(s) This Period	\$141,593.49
	28 Debit(s) This Period	\$108,117.56
02/28/2025	Ending Balance	\$297,786.70

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.50%
Interest Days	28
Interest Earned Not Paid	\$0.00
Interest Paid This Period	\$118.00
Interest Paid Year-to-Date	\$225.93

#### Account Activity

Post Date	Description	Debits	Credits	Balance
02/01/2025	Beginning Balance			\$264,310.77
02/03/2025	ACH Deposit GOOGLE ACCTVERIFY XXXXXXXXXX CREDIT		\$0.03	\$264,310.80
02/03/2025	Check 7021	\$254.51		\$264,056.29
02/03/2025	ACH Payment MDU PAYMENTS	\$52.89		\$264,003.40
02/03/2025	ACH Payment MDU PAYMENTS	\$75.97		\$263,927.43
02/03/2025	ACH Payment MDU PAYMENTS	\$76.76		\$263,850.67
02/03/2025	ACH Payment MDU PAYMENTS	\$111.14		\$263,739.53
02/03/2025	ACH Payment MDU PAYMENTS	\$250.00		\$263,489.53
02/03/2025	ACH Payment MDU PAYMENTS	\$536.72		\$262,952.81
02/05/2025	Debit Card Debit AGASERVICECO MAR TT 8042853300 VA #0854	\$47.88		\$262,904.93
02/11/2025	Check 7029	\$6,798.00		\$256,106.93





## FOR CONSUMER ACCOUNTS ONLY

HOW TO BALANCE YOUR CHECKING STATEMENT	
1. Add to your check register any interest earned shown on this statement.	
2. Subtract from your check register any service charges shown on this statement that you have not already recorded.	
3. Enter ending balance from front of statement.	\$
4. Enter deposits or other credits recorded in your register but not shown on this statement.	\$
	\$
	\$
5. Add the total items 3 and 4 above.	\$
6. Enter the total of checks, withdrawals, service charges (if any), and automatic payments, entered in your check register but not shown on this or previous statements.	\$
7. Subtract item 6 from item 5 above. This should be the balance shown in your checkbook register.	\$

OUTSTANDING CHECKS OR ELECTRONIC TRANSACTIONS NOT YET CHARGED TO ACCOUNT			
Check No.	Amount	Check No.	Amount
Subtotal		Subtotal	
<div style="background-color: #003366; color: white; padding: 5px; display: inline-block; font-weight: bold;">TOTAL</div>			

## IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Telephone us at (701) 664.3388 or write us at 7 N. Main Street, P.O. Box 429, Tioga, ND 58852 as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number (if any).
2. Describe the error or transfer you are unsure about and explain as clearly as you can why you believe there is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will recredit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days to qualify for this recredit.



**Platinum Money Market - 200328 (continued)****Account Activity (continued)**

Post Date	Description	Debits	Credits	Balance
02/13/2025	ACH Payment NORTHWEST COMMUN TELE BILL	\$203.35		\$255,903.58
02/13/2025	ACH Payment NORTHWEST COMMUN TELE BILL	\$252.51		\$255,651.07
02/14/2025	ACH Deposit WILLIAMS COUNTY APDirectDe		\$52,972.08	\$308,623.15
02/14/2025	Debit Card Debit GOOGLE* GSUITE TIOGAAIR CC GOOGLE.COM CA	\$28.80		\$308,594.35
02/18/2025	ATM RCR Payment USPS PO BOXES ONLINE 800-3447779 DC #0854	\$154.00		\$308,440.35
02/19/2025	Deposit		\$88.68	\$308,529.03
02/19/2025	Deposit		\$88.68	\$308,617.71
02/20/2025	ACH Payment CIRCLE SANITATI* MONTHLY TR MONNTHLY TRANSFE	\$105.25		\$308,512.46
02/21/2025	ACH Deposit Aeronautics ND Payment		\$4,617.00	\$313,129.46
02/21/2025	ACH Deposit FAA TREAS 310 MISC PAY		\$83,106.00	\$396,235.46
02/24/2025	Debit Card Debit SPORTY'S CATALOGS 5137359000 OH #0854	\$382.29		\$395,853.17
02/24/2025	Check 7033	\$2,635.00		\$393,218.17
02/24/2025	Check 7041	\$29.99		\$393,188.18
02/24/2025	ACH Payment INTUIT * QBooks Pay	\$236.00		\$392,952.18
02/25/2025	Check 7030	\$249.35		\$392,702.83
02/25/2025	Check 7037	\$254.98		\$392,447.85
02/26/2025	Debit Card Debit DELTA HOTELS BY MARRIO FARGO ND #0854	\$717.15		\$391,730.70
02/27/2025	Check 7038	\$52.29		\$391,678.41
02/27/2025	Check 7042	\$397.48		\$391,280.93
02/28/2025	Deposit		\$603.02	\$391,883.95
02/28/2025	Check 7034	\$92,341.09		\$299,542.86
02/28/2025	Check 7036	\$451.05		\$299,091.81
02/28/2025	Check 7039	\$368.75		\$298,723.06
02/28/2025	Check 7040	\$804.95		\$297,918.11
02/28/2025	ACH Payment INTUIT 57012217 TAX	\$249.41		\$297,668.70
02/28/2025	Accr Earning Pymt Added to Account		\$118.00	\$297,786.70
02/28/2025	<b>Ending Balance</b>			<b>\$297,786.70</b>

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
7021	02/03/2025	\$254.51	7034	02/28/2025	\$92,341.09	7039	02/28/2025	\$368.75
7029*	02/11/2025	\$6,798.00	7036*	02/28/2025	\$451.05	7040	02/28/2025	\$804.95
7030	02/25/2025	\$249.35	7037	02/25/2025	\$254.98	7041	02/24/2025	\$29.99
7033*	02/24/2025	\$2,635.00	7038	02/27/2025	\$52.29	7042	02/27/2025	\$397.48

\* Indicates skipped check number



Platinum Money Market - 200328 (continued)

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date	Previous year-to-date
Total Overdraft Fees	\$0.00	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00	\$0.00

## Tioga Airport Authority Meeting Minutes

February 20, 2025

7:02 PM

Tioga Airport Terminal

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

Bookkeeper: June Brostuen

Guests: Richard Olson, Wayne Knutson

1. Previous meeting minutes for 1/16/2025 Paul makes motion to approve Curtis seconds motion passed.
2. Treasurer's Report: Bills for January totaling \$100,651.43 bank balance \$264,310.77. Curtis Motion to approve bills as Dean Seconds motion passed.

### **Old Business:**

#### **KLJ Update**

Title6 April 9 deadline for state applications, federal applications due April 8. Not going to pursue crack sealing. Fuel system relocation KLJ to take care of grants surveying etc. Paul makes a motion to approve \$10,000 cap for fuel system relocations Curtis seconds motion passed. Taxiway lighting project working on last of closeout items. KLJ needs motion to authorize bidding for pavement rehab crack seal micro seal etc. depending on federal funding will push the project back. Shooting for August for project start. FAA stance on west apron federal will only do taxiway state may take up apron funding. Paul makes motion to approve to send Microseal out for bids Dean seconds motion passed. Up for reselection engineering for a 5 year term KLJ is pursuing the reselection. KLJ to get the board the full CIP list. Paul suggested getting water and sewer out here added to the CIP Jeff will put it in there to do some research.

#### **TAA Merchandise/Logo**

Tabled Dave to take a look.

#### **Oils for Terminal**

Oil pricing good

#### **Tugs**

Suggestions to just use a pickup or car for breakdowns and a cart for flat tires. Due to liability issue discussion is that tugs

#### **Facebook/Website**

Website logins didn't work Dave to take a look. Jeff has Facebook up and running. Discussion around the official site for posting special meetings. There should be a posting at the meeting place. There are some spelled out rules for posting. Post to the City, send letter to them and post at the meeting place.



**ND Fly Conference**

Let Jeff know if any board member wants to go.

**New Business:****Tee Hangar Taxes**

Paul checked into taxation for tee hangars. Where else do you rent and still owe taxes. If the lease says if it is used by private entities they have to pay tax on the usage either the lease or the airport. Whoever is registered in September would get the tax bill. Paul suggested airport paying tax on hangars and adding it to the lease prices. Jeff said the tee hangar tax is in the lease and showed the documents. There was discussion around the taxes. Jeff will let the county know that the new hangar was a used building from Williston. No motion no change.

**Signs**

Need signs out here for EMS and need a motion for numbers and letter for all of the lots out here. Something that references the Lot/address, Jeff to get an updated list from Dan with the City. Jeff would like to fasten a plate or something. Jeff will work on it for the next meeting.

**Chocks**

Jeff to buy 4 of the big ones and 4 small ones.

**Title 6**

Shane said this doesn't really follow what they want. It covers what they need to cover just not in the exact format. Curtis makes a motion to submit title 6 for approval Paul seconds motion passed

**FM Live**

After talking with Rich Olson at O'Day, they need a new system for the new tank farm. The new subscription service is \$4,000 a year. Paul makes a motion to approve the \$17,439 for FM Live for the fuel farm project

**SAM's**

Complete

**NCC**

Paul talked to NCC about getting rid of Cable TV and get 500 mb and \$130 or so and combine the accounts and switch over to I voice and get 10% off the entire bill to save money. Dave makes a motion to get rid of Cable TV and get 500 mb and \$130 or so and combine the accounts and switch over to I voice and get 10% off the entire bill to save money motion Dean Seconds motion passed

**Wireless**

Outside wireless to ramp and people can get there internet on the ramp and NCC can do it. Curtis makes a motion to approve a \$1000 cap on wireless install from NCC Paul seconds motion passed.

**Bruce Peterson**

Will not get a key to Jeff for the tee hanger, Bruce has been un responsive to texts and calls and has not signed the lease. Jeff asked him if he would be interested in moving to the north side of the building. Jeff will send him a letter and let him know he has 30 days to leave.

**Selection Committee**

We can come up with a 3-5 person selection committee to independently review each candidate. And selection committee will score and interview number 1 pick if they go to #2 can't go to #1 for pricing. 5 board members will be the selection committee. If we do get proposals Jeff will email them. Will start interviewing as soon as possible.

**Training Program**

Paul would like to see what we have paid out for training, how many students and how much the state has reimbursed. There is discussion around the criteria for attending this program. Jeff wants people to have the medical completed. Discussion around discovery flights and F-Tap. Jeff will leave it open to people with out medical.

adjourn

Adjourned at 9:09 PM

Submitted by David Pagel





**AHT Services, LLC**  
**CREDIT CARD RECEIPTS AND ACTIVITY REPORT**  
Tuesday, Mar 4, 2025 through Tuesday, Mar 4, 2025  
As of 03/04/25

Tioga Airport - CC Only  
2237 Aviator Way  
Tioga, ND 58852  
Phone: 701-216-0036  
Admin, Tioga

Posting Closing # of		Date	Date	Tran	C/C Type / Description	Batch #	Gross Amt		Rate	Service Charge		Trans Fee		Net Amt
Fuel Master 9910228460		03/04/25	03/01/25	1	Mastercard NonQual	BATCH03 030125	152.40		3.25%	4.95				147.45
TOTAL				1			152.40			4.95				147.45
03/01/25				1	Mastercard NonQual	BATCH05 030125	128.05		3.25%	4.16				123.89
TOTAL				1			128.05			4.16				123.89
03/01/25				1	Mastercard NonQual	BATCH07 030125	149.10		3.25%	4.85				144.25
TOTAL				1			149.10			4.85				144.25
3 Transactions for Fuel Master 9910228460							429.55			13.96				415.59
REPORT TOTAL				3	Credit Card Transactions		429.55			13.96		0.00		415.59





AHT Services, LLC  
**CREDIT CARD RECEIPTS AND ACTIVITY REPORT**  
Thursday, Mar 6, 2025 through Thursday, Mar 6, 2025  
As of 03/06/25

Tioga Airport - CC Only  
2237 Aviator Way  
Tioga, ND 58852  
Phone: 701-216-0036  
Admin, Tioga

Posting Closing # of		Date	Date	Tran	C/C Type / Description	Batch #	Gross Amt	Rate	Service		Trans	
									Charge	Fee	Fee	Net Amt
Fuel Master 9910228460		03/06/25	03/03/25	1	1 Visa NonQual	BATCH09 030325	154.50	3.35%	5.18			149.32
TOTAL				1			154.50		5.18			149.32
1 Transactions for Fuel Master 9910228460							154.50		5.18			149.32
REPORT TOTAL				1	1 Credit Card Transactions		154.50		5.18	0.00		149.32





Ascent Aviation Group, Inc.  
**CREDIT CARD RECEIPTS AND ACTIVITY REPORT**  
Monday, Mar 10, 2025 through Monday, Mar 10, 2025  
As of 03/11/25

Tioga Airport-CC Only/Ascent  
2237 Aviator Way  
Tioga, ND 58852  
Moe Jr., Jeffery

Posting Closing # of		Date	Tran	C/C Type / Description	Batch #	Gross Amt	Rate	Service Charge	Trans Fee	Net Amt
Fuel Master 9910228460		03/10/25	03/06/25	1 Visa NonQual	BATCH11 030625	152.80	3.25%	4.97		147.83
TOTAL			1			152.80		4.97		147.83
1 Transactions for Fuel Master 9910228460						152.80		4.97		147.83
REPORT TOTAL			1	Credit Card Transactions		152.80		4.97	0.00	147.83





Ascent Aviation Group, Inc.

# CREDIT CARD RECEIPTS AND ACTIVITY REPORT

Tuesday, Mar 11, 2025 through Tuesday, Mar 11, 2025

As of 03/11/25

Tioga Airport-CC Only/Ascent  
2237 Aviator Way  
Tioga, ND 58852  
Moe Jr., Jeffery

Posting Closing # of		Date	Tran	C/C Type / Description	Batch #	Gross Amt	Rate	Service		Trans	Fee	Net Amt
								Charge				
Fuel Master 9910228460		03/11/25	03/07/25	1 Visa NonQual	BATCH13 030725	32.25	3.26%	1.05				31.20
TOTAL			1			32.25		1.05				31.20
1 Transactions for Fuel Master 9910228460						32.25		1.05				31.20
REPORT TOTAL		1	1	Credit Card Transactions		32.25		1.05		0.00		31.20





## Airport Project Status Report

February 28, 2025

Tioga Municipal Airport

### CLIENT CONTACT PERSON AND ADDRESS

Jeffery Moe Jr., Chairman

2237 Aviator Way

Tioga, ND 58852

[tiogaairport@tiogaairportnd.com](mailto:tiogaairport@tiogaairportnd.com)

Clerk

2237 Aviator Way

Tioga, ND 58852

[admin@tiogaairportnd.com](mailto:admin@tiogaairportnd.com)

### WORK IN PROGRESS

#### New Medium Intensity Taxiway Lights (Construction– Phase 2)

KLJ #2205-01793 AIP #3-38-0051-017-2023, 3-38-0051-018-2023 , BIL#3-38-0051-020-2024

KLJ is finalizing the FAA project closeout report.

#### Pavement Rehabilitation (Design – Phase 1)

KLJ# 2305-01488 AIP#3-38-0051-019-2024

Design is complete. KLJ is working on the FAA project closeout report. Project to be bid in March 2025.

#### Pavement Rehabilitation (Construction – Phase 2)

KLJ# 2305-01488 AIP#3-38-0051-020-2025

Project will be bid in March 2025.

### PROBLEM ITEMS

None.

### ITEMS REQUIRING ACTION BY AIRPORT AUTHORITY

None.

Reported by:

Shane Steiner, PE

KLJ

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KLJ

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