



**TO:** Mayor Tom Ross  
Members of the City Council

**FROM:** Jennifer Eckman, Airport Director

**DATE:** April 1, 2024

**SUBJECT:** North Dakota Aeronautics Commission State Grant Request

**I. RECOMMENDED ACTION**

1. Direct staff to submit grant requests to NDAC; and
2. If grant(s) are awarded, authorize the Mayor to sign agreement(s).

**II. DEPARTMENT CONTACT PERSONS**

- |                                               |          |
|-----------------------------------------------|----------|
| A. Jennifer Eckman, Airport Director          | 857-4724 |
| B. Maria Romanick, Airport Operations Manager | 857-4724 |

**III. DESCRIPTION**

A. Background

The North Dakota Aeronautics Commission accepts grant requests for projects annually. The grant requests for 2024 are due to the NDAC by 5pm CST, April 10, 2024. Typically, the state will consider grant requests in the amount of 50 percent of the project costs. Routine pavement maintenance projects are eligible at 90 percent of the project costs. The NDAC prioritizes the requests from across the state and will provide notice of grant award by June 6, 2024.

B. Proposed Projects

The following projects are proposed to be submitted for state grant funding:

Project	Total Cost Estimate	Anticipated Local Share <sup>3</sup>	Federal (%)	State (%)	Local (%)	Budgeted Year	Budgeted Amount
Crack Sealing & Repair (Airside)	\$30,000	\$3,000	-	90%	10%	2024	\$30,000
Crack Sealing & Repair (Landside) FY2023-2024 <sup>1</sup>	\$85,999	\$43,000	-	50%	50%	2023-2024	\$86,000
Acquire Airport Ops Vehicle <sup>1</sup>	\$43,652	\$21,826	-	50%	50%	2023	\$75,000
Electrical Vault Rehab <sup>2</sup>	\$525,000	\$26,250	90%	5%	5%	2024 <sup>4</sup> - 2025	\$26,250
Exit Lane Improvements <sup>1</sup>	\$140,872	\$70,436	-	50%	50%	2023 <sup>4</sup>	\$140,872
Front Mount Mower	\$63,508	\$31,754	-	50%	50%	2023	\$60,000
Fuel Farm Repairs <sup>1</sup>	\$76,010	\$38,005	-	50%	50%	2024 <sup>4</sup>	\$76,010
Hangar Demo /Relocation NEPA	\$100,000	\$50,000	-	50%	50%	2026 <sup>4</sup>	\$1,800,000
Fuel Farm Oil Water Separator	\$50,000	\$25,000	-	50%	50%	2024	\$75,000

Runway Pvmnt Rehab (BIL 64) <sup>1</sup>	\$373,972	\$18,521	90%	5%	5%	2022	\$58,600
Taxiway C-C3 Rehab <sup>2</sup>	\$6,800,000	\$340,000	90%	5%	5%	2024	\$2,500,000
Terminal Fire Alarm Repair	\$127,103	\$63,552	-	50%	50%	2024 <sup>4</sup>	\$127,103
Wildlife Hazard Removal Ph 3 <sup>2</sup>	\$3,425,000	\$171,250	90%	5%	5%	2024	\$3,339,000
<b>Total</b>	<b>\$11,841,116</b>	<b>\$902,594</b>					

<sup>1</sup>Project already completed, seeking state reimbursement

<sup>2</sup>Project is a federal FAA project, state will match local share of 5 percent.

<sup>3</sup>Some projects on this list the City Council has given prior permission to seek grants and outside funding.

<sup>4</sup>Unanticipated expenditure, not originally budgeted, and budget amendments were approved by City Council or will be requested once project is bid.

C. Consultant Selection

Not required.

**IV. IMPACT:**

A. Strategic Impact:

The state grant program allows airports to be reimbursed for critical improvements to the airport, which are not typically eligible for FAA funding. Additionally, the state grant program matches the local share for FAA eligible projects. Both enable the airport to make critical safety and operational improvements.

B. Service/Delivery Impact:

The state grant projects recommended this year are needed to continue safe operations at the Minot International Airport.

C. Fiscal Impact:

The anticipated costs of each project are highlighted in the description of the state grant program. Projects that have already occurred and the airport is seeking reimbursement are noted in the table.

**V. CITY COUNCIL ASPIRATIONS**

The City Council aspirations that are achieved by adopting the proposed recommendation and completing these projects include providing a safe and welcoming environment at the Airport.

**VI. ALTERNATIVES**

The City Council could recommend that individual projects be postponed or denied, resulting in a delay in projects or uncaptured opportunity to receive state funding for needed repairs.

**VII. TIME CONSTRAINTS**

The final funding requests are required to be submitted to the FAA and the North Dakota Aeronautics Commission by early April 10, 2024.

**VIII. LIST OF ATTACHMENTS**

- A. Draft State grant requests