ROLL CALL AND DETERMINATION OF QUORUM
MEMBERS PRESENT: Ron Johnsen, President; Shawn Gab, Vice President; William Eldridge, Secretary; Michelle Thomson, Member and Vance Crocker, Member

OTHERS PRESENT: Toni Broom, Airport Finance and Administration; Matt Whitelock, Airport Deputy Director; Wade Nyberg, City Attorney; Brad Estes, Council Liaison; Rod Senn, KLJ; Anna Raue, Mount Rushmore Society; Brook Stromer; Stromer’s Storage; Linda Rydstrom, Westjet; Miranda Maleki, Westjet; Rob Corrin, Westjet; J.P. Duniphan, Airport Services LLC; Cortney Slaight, Lawrence & Schiller; Laura Mitchell, Lawrence & Schiller; Tracy Saathoff, Lawrence & Schiller; and Lindsey Martin, Airport Administration

ADOPTION OF AGENDA
Motion to amend agenda by adding item 1a) November 15, 2016 Minutes made by Eldridge, second by Gab, motion carried.

APPROVE MINUTES
1) AP121316-01 November 8, 2016 – Motion to approve minutes as presented made by Eldridge, second by Crocker, motion carried.
1a) November 15, 2016 – Motion to approve minutes as presented made by Gab, second by Eldridge, motion carried.

GENERAL PUBLIC COMMENT
No Item Presented

Johnsen introduced Airport Deputy Director Matt Whitelock.

FINANCIAL ITEMS REQUIRING BOARD ACTION
2) AP121316-02 Bill List – Broom highlighted items greater than $5,000.00. Motion to approve bill list as presented made by Crocker, second by Thomson, motion carried.
3) AP121316-03 2017 FAA DAK-MIN ADO Airport Grant Preapplication – Motion to approve Preapplication as presented made by Eldridge, second by Crocker, motion carried.

ITEMS REQUIRING BOARD ACTION
4) AP121316-04 Delta Airport Consultants, Inc. Agreement – Motion to approve agreement in an amount not to exceed $32,500.00 made by Thomson, second by Gab, motion carried.
5) AP121316-05 Advertising Authority Authorization for Exterior Wayfinding Sign Project #17-5222 – Motion to authorize staff to bid project made by Eldridge, second by Thomson, motion carried.
6) AP121316-06 Advertising Authority for Paint Truck Project #17-5225 – Motion to authorize staff to bid project made by Thomson, second by Eldridge, motion carried.

DISCUSSION FROM THE PRESIDENT, BOARD MEMBERS AND STAFF
7) Marketing Plan Update – Lawrence & Schiller provided an update on the airport marketing plan to include study goals, audience segmentation, segmentation target audiences, and reaching core audiences.
8) Director’s Report – Dame’s report included a recent meeting with United Airlines at their headquarters and that the DENR had conducted an inspection of the lagoon. Staff is awaiting the inspections results but all appeared well.

OTHER BUSINESS
9) Direction to Staff
   No Items Presented

ADJOURNMENT
At 9:52 am Eldridge made a motion to adjourn, second by Thomson, motion carried.

Respectfully submitted,

William Eldridge
Secretary