



Airport Community Meeting

January 6th, 2025

9 AM

Teams Meeting

Meeting ID: 279 921 498 830

Passcode: aL2i5B

Download Teams | Join on the web

Or call in (audio only)

+1 929-336-2435,,249578597# United States, New York City

Phone Conference ID: 249 578 597#

1) Introductions:

2) Attendance:

Airport Staff:

Jennifer Eckman, Airport Director

Maria Romanick, Operations and Maintenance Manager

Jessica Long, Airport Business and Development Manager

Michael Rafala, Airport Facility Foreman

Alex Choi, Airport Operations and Maintenance Foreman

Danielle Molloy, Office and Administrative Assistant

Sharon Moody, Operations and Maintenance Tech

Vanessa Brock, Operations and Maintenance Tech

Alexander Ballard, Operations and Maintenance Tech

Stakeholders:

Britt Crossley, TSA

Jorge Alatorre, TSA

John Vickery, Tailwind

Chad Gaynor, LAZ

Dave Parks, Avflight

Suzanne Blessum, Minot Aero Center

Eva Lucke, Minot Aviation

Warren Pietsch

Scott Rustad

3) Old Business:

a) Badge Renewals will continue in February 2026

b) Construction updates:

i) GA Access Road Reconstruction – Postponed until Spring 2026

ii) Wildlife hazard project finalization this year

iii) Runway 8/26 rehab design in progress – includes Taxiway B realignment

iv) Southside infrastructure - State grant for gas, alternate solutions for water and gas

c) Recycling

i) Receptacle locked until further notice

ii) Contact Facilities to gain access

iii) NO PLASTIC BAGS ALLOWED

4) New Items:

a) RFQ for Engineering, Architectural, Planning, and Environmental Services 5yr contract

i) Interviews were held December 18th with KLJ, Mead & Hunt, SEH

- ii) Mead & Hunt will take over – SEH will continue to work on projects currently in progress (GA Access Road, Wildlife Mitigation/Drainage Improvements, warranty items of completed projects)
 - b) Snow Removal – continues as normal
 - i) Response and feedback
 - c) Employee Parking Permits – new permits will be issued after replacement stickers arrive
 - i) Parking permits are now submitted online:
<https://www.motairport.com/335/Employee-Parking-Permit>
 - d) Wreath decorating contest winner – Eva and Minot Aviation
 - e) Upcoming Public Safety Training Survey
 - f) CCTV Footage guidelines: **A police report is required – footage can not be provided to the general public**
<https://www.motairport.com/321/Closed-Circuit-Television-CCTV-Request-F>
 - g) December 28th Power Outage Effects
 - h) Signatories – badges are to be returned within 5 business days, and Jessica and/or Judy are to be notified of any badge deactivation
 - i) **Public Safety Training will be initiated**
 - j) **New Tailwind menu**
 - k) **Aerosimple to provide new tenant work form**
 - l) **New stats dashboard on airport website**
- 5) Reminders:
- a) Don't forget to badge challenge & secure doors
 - b) After Hours Contact Information:
 - i) Facilities: 701.818.0137
 - ii) Operations (on back of badge): 701.857.4795
 - c) Security questions: Contact Jessica Long at: 701.389.8345
 - d) Badging questions: Contact Judy Norby at: 701.389.9832
 - e) Work Order request form – Utilize the online portal:
<https://www.motairport.com/FormCenter/Contact-Us-5/Work-Order-Request-Form-63>
 - f) Deliveries – Only during designated hours of M-F, 8am-4:30pm
 - i) Loading dock phone: 701.420.4501
 - g) Tenants should only give out Airport Admin phone number to the public (701.857.4724). No other phone numbers should be given out aside from loading dock number for deliveries.
 - h) Facility Tech Phone Number: As a reminder, this number is for internal use only and should not be provided to passengers looking for bags, lost items, etc. Please provide the Admin number if Airport assistance is needed (701.857.4724)