



Building a Better World  
for All of Us®

## MEETING MINUTES

**RE:** Williston Basin International Airport Master Plan  
Stakeholder Advisory Committee (SAC)  
Meeting #1

**Date of Meeting:** 12/15/2021

**Project Manager:** Kaci Nowicki

**Time of Meeting:** 9:00 a.m. - 10:30 a.m.

**SEH No.:** BURNM 164770 16.00

**Location of Meeting:** Airport Operations Center

**Attendees:**

In person:

Anthony Dudas – XWA Airport Director  
Ryan O’Rear – XWA Assistant Airport Director  
Stephanie Wellman – XWA Administrative Assistant  
Paul Weyrouch – Hangar Tennant  
Burnell Hirning – Williston State College  
Tanner Overland – FBO, Overland Aviation  
Amy Krueger – Williston Convention & Visitors Bureau  
Chris Brostuen – City of Williston  
Andy Loftus – Burns McDonnell  
Kaci Nowicki – SEH  
Melissa Underwood – SEH

Online:

Pat Bertagnolli – Chamber of Commerce, Watford City  
Daniel Stenberg – McKenzie County  
David Anfinson – Airport User  
David Tuan – City of Williston  
Sandy DePottey – Federal Aviation Administration (FAA) Airports District Office  
Mark Holzer – FAA Airports District Office  
Nels Lund – North Dakota Airports Commission (NDAC)  
Philip Riely – City of Watford City  
Rochelle Villa – Chamber of Commerce, Williston  
Brian Schuck – FAA Airports District Office  
Shawn Wenko – Economic Development Office, Williston  
Kyle Wannier - NDAC

The following items were discussed at the above referenced meeting. Action items are listed in bold print:

- I. Welcome & Introductions
  - A. Anthony Dudas welcomed the attendees to the meeting and both attendees online and in person introduced themselves and why the .
  - B. Following introductions, attendees shared why the airport is important to their organization.
- II. Airport History & Overview (see slides 5 – 14)
  - A. Anthony Dudas gave an overview of how the new airport came to fruition.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

1. The previous airport location was designed for smaller aircraft. In 2012, Delta and United airlines began operating larger aircraft
  2. Numerous design standards were not being met and there were operational challenges
  3. The airport was serving 30 passenger turboprop aircraft and now the airport can accommodate 70 – 220 passenger aircraft.
  4. Enplanements grew significantly in 2014 and again in 2019. Enplanements are people flying out of the airport.
  5. Rental car operations increased from two to three operators.
  6. 12 sites were evaluated before selecting the preferred location. The new airport site opened in October 2019.
  7. Existing airport is served by three airlines, has US Customs available, accommodates cargo operations, has 35 aircraft based at the airport and one Fixed Base Operator (FBO).
  8. The airport is currently used by airlines, air ambulance, aircraft rental, air cargo, flight instruction, agricultural spraying, and car rentals to name a few of the uses occurring at the airport.
  9. Total passengers at the airport are increasing towards the numbers seen in 2018 and 2019.
- III. Master Plan Overview (see slides 15 – 22)
- A. Kaci Nowicki gave a high-level overview of what the Master plan is, what influences the Master Plan, and the major project stages.
    1. The previous Master Plan study was completed for the previous airport site.
    2. The Master Plan process is expected to take two years to complete.
- IV. Public Involvement Plan (PIP) Overview (see slides 23 – 31)
- A. Melissa Underwood gave an overview of the Public Involvement Plan and the many written and in-person ways stakeholders can engage throughout the project.
  - B. The discussion involved sharing the various stakeholders who will be engaged throughout this project.
  - C. The project team encouraged attendees to let staff know about any additional stakeholders beyond those listed on slides 26 – 28 that should be included in the process.
    1. **Amy Krueger and Chris Brostuen mentioned including the City of Sydney and Richland County from Montana due to the airport's proximity to the border.**
    2. **Amy Krueger also mentioned providing contact information for the Waver area to add to the stakeholder group.**
  - D. Melissa Underwood discussed the role of the Stakeholder Advisory Committee (SAC)
    1. The SAC will meet six times over the next 24 months.
    2. **The group determined Wednesday mornings were a good time to meet. The project team will send out meeting invites for the next few meetings so people can add them to their schedules.**
- V. Break (9:55 a.m. – 10:00 a.m.)
- VI. XWA Master Plan Introduction (see slides 33 – 39)
- A. Kaci Nowicki gave a high-level overview of the Master Plan process specific to the Williston Basin International Airport. This included project funding, the chapters within the Master Plan, the final products, and the project schedule.
    1. **The project schedule will be updated to include the dates of the identified SAC meetings.**
- VII. Next Steps
- A. The project team will continue working on the inventory, data gathering, forecast development and airport stakeholder collaboration.
  - B. The next SAC meeting will include the topics of airport inventory, aviation forecasts, and an overview of facility recommendations .

VIII. Discussion/Questions

- A. There were no additional questions from the group at this time.

SEH believes that this document accurately reflects the business transacted during the meeting. If any attendee believes that there are any inconsistencies, omissions or errors in the minutes, they should notify the writer at once. Unless objections are raised within seven (7) days, we will consider this account accurate and acceptable to all.

**If there are errors contained in this document, or if relevant information has been omitted, please contact Kaci Nowicki at 651.894.2508.**

**Enclosures**

x:\ae\b\burnm\164770\1-gen\16-meet\sac\meeting #1 kickoff\mtg agenda or minutes.docx