

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

March 8, 2019

MEMBERS PRESENT: Lon Gellhaus, Tom Seyer, Carl Perry, John Aman

MEMBERS ABSENT: Mike Erickson

OTHERS PRESENT: Rich Krokkel, Mark Hanley, Ron Wager, Rod Tobin, Kevin Braun, Mike Schmit, Doug Fjeldheim, Craig & Jamal from Agtegra, Rhea Ketterling

Chairman Gellhaus called the monthly scheduled meeting of the Aberdeen Airport Board to order at 10:00AM on Friday, March 8, 2019.

Item #2 Approval of Minutes from the February 7th, 2019 Regular Meeting – Moved by Perry, seconded by Aman. **MOTION CARRIED.**

Item #3 - Adoption of the Agenda –Moved by Aman, seconded by Perry. **MOTION CARRIED.**

Item #4 Schedule Next Meeting – Thursday April 4th at 11:00AM.

Old Business:

New Business:

Item #5 Bills for the Month of February – Moved by Perry, seconded by Aman. **MOTION CARRIED.**

Item #6 February Financial Report – Moved by Aman, seconded by Seyer. **MOTION CARRIED.**

Item #7 Discussion on Ag Spray Land Lease

Agtegra representatives (Craig and Jamal) were in attendance and have had conversation with Krokkel for a possible Land lease. Our current lessee (Ag Operator) tried to acquire a loan to build a hangar, but banks are reluctant to give loan for a 5 year Land leases. The banks are looking for a 10 year or possibly 15 year Land lease.

Agtegra rep (Craig) stated with the merger of North Central (has the aircraft) and SD Wheat Growers, they have developed a wide network with the current Agtegra where they provided Aerial application to patrons throughout South Dakota and North Dakota. They would like to have the availability of the Aberdeen Regional Airport to help with their patrons in the local area. At this point, they would not want to build any major structures until they see how things go especially with the current Ag economy. They are currently using roughly 25 airports that they have permission for and are looking at 13 more to get permission on. They are interested in looking at a lease with the City of Aberdeen at one of the Aerial Applicator spots and brought up the issue of not having water service.

Wager, City Attorney stated all of the lease have been on the 5 year terms with the exception of the FBO's; with two Aerial applicators and with one possibly building and there's the issue with the relocation with Air Kraft Spraying. And now the potential issue of water service and how it would be paid for. Wager's understanding is that the Airport Master Plan is looking at centralizing the Ag Sprayers into one area on the Aerodrome. On behalf of the City Administration (City Manager, City Attorney and Krokkel), they are open to looking at the terms of the Ag leases to expand both the length of the terms and the rates (using the Rate Study) and to look at the possible payback for the water service in that area. Aman moved to proceed forward with the lease discussion, seconded by Perry. Motion carried.

Item #8 Recommendation to pay Helms & Associates Invoice #14 in the amount of \$4,479.15 on AIP Project #3-46-0001-37-2017 Airport Wildlife Hazard Assessment & Mitigation, 81% complete - Moved by Aman, seconded by Perry. **MOTION CARRIED.**

Pugh, Wildlife Biologist is working on the WHA and anticipates having this by the end of the month. Helms & Associates will review the report along with the Airport Staff. With previous projects that had been completed the last 5 years at the Airport, the WHMP will be a condensed document. Closeout of this project is anticipated early this summer.

Item #9 Recommendation to pay Helms & Associates Invoice Billing through February 23rd in the amount of \$1,662.50 for Professional Services as per Agreement to Acquire a Passenger Loading Bridge - Moved by Perry, seconded by Seyer. **MOTION CARRIED.**

Administrative work associated with the Passenger Boarding Bridge. There's painting, pressure washer and surface marking painting left to be done. There had been some electrical issues and JBT had worked with our Staff to correct this. There's also been some operator error which will be corrected by giving more training to DGS Staff.

Item #10 Recommendation to pay Helms & Associates Invoice #7 in the amount of \$42,279.20 on AIP Project #3-46-0001-39-2018 Airport Master Plan 43% complete and Airport Layout Plan 12% complete - Moved by Seyer, seconded by Aman.

MOTION CARRIED.

Initial meetings have been held. Future meetings will be with the FBO's and the pilot group. Early or mid-May will be for the public meeting. There's a couple of the preliminary Chapters of the Master Plan that had been sent to the FAA (existing inventory and air traffic info). Discussions on the Airport future development of the certain areas will start once we start having public meetings. A survey geared towards the pilots have been sent out via email.

Item #11 Recommendation to pay Helms & Associates Invoice #4 in the amount of \$22,395.04 for Design & Reconstruction of Taxiway 'C' and Taxiway 'C' Connector Project, AIP Project #3-46-0001-40-2019, 50% complete – Moved by Aman, seconded by Perry. **MOTION CARRIED.**

Working on the Construction Safety Phase Plan (CSPP) which we will be doing a 3 phase approach to Reconstruction of the taxiway and construction of the new cross 13/31 connector. Phase 1- new connector; will be a construction from Delta all the way over to the object free area. Closures (limiting to 2 to 3 weeks) are going to be rwy 13/31, taxiway B, D partially and all the connectors to 13/31 we'd want to get this project done soon because of the commercial service. We anticipate on bidding this project this year with construction next year. Phase 2 - reconstruction of Taxiway C, C2 to the hold line. Rwy 13/31 and all its connector for taxiway D will be open and closure will be Taxiway C, C2 and C3. If 17/35 will be used, they will have to back taxi. We will set a completion date for this project. Phase 3 –closures will be rwy 17/35 and taxiway C. Work will be from the hold line to the runway and obliterate of pavement which will be done overnight after the last flight and 13/31 will be close and will reopen in the morning before the morning flights. Airport Staff will be on duty overnight to escort and monitor traffic.

Item #12 Recommendation to accept Helms & Associates Professional Agreement for AIP Project #3-46-0001-41-2020 Design and Reconstruction of General Aviation Apron – Moved by Perry, seconded by Aman. **MOTION CARRIED.**

Ulteig completed the Independent Fee Evaluation for this project. Helms & Associates is substantially under on the proposed fees. Phase 1 of the GA Apron which will piggy back off the Master Plan. Reconstructing the northwestern half of the GA Apron and correcting the geometry (making a perpendicular connector off of rwy 13). No obliteration of pavement will be done. This project will clean up the geometry and clean up the direct access issues. This project is slotted for the following year, but we also submitted a supplemental appropriation application for (FAA extra \$1B to give out over a couple of years for airports around the country).

Item #13 : Manager's Report

Airline Operations 2019

+/- Year Prior

February 2019

- Enplanements: 2,175 (5.48%)
- Deplanements: 2,090 (5.77%)
- Total February Passenger Traffic: 4,265 (7.90%)

January – February 2019

- Enplanements: 4,539 (2.76%)
- Deplanements: 4,357 (4.48%)
- Total January through February Pax Traffic: 8,896 (3.46%)

Cancellations and Major Delays – 21 events, 8 WX, 3MX, 9 Other

Additional Flight Information

- Sun Country 2/24 – 2/28 2019; 68 passengers.
- Next SC flight 4/19 – 4/23 2019

2019 Monthly Fuel Statistics

+/- Year Prior

- General Aviation Fuel Sales (Gallons) - February 21,345 (23.81%)
- Air Carrier Fuel Sales (Gallons) - February 30,197 3.20%
- Total Fuel Sales (Gallons) - February 51,542 (10.33%)

Construction, projects, and other notes:

- Lynn and I will be attending an Air Service Development conference sponsored by Mead & Hunt, March 5-7, 2019 in Scottsdale AZ. This will be face-to-face meetings with key personnel from Delta and SkyWest as well as several breakout sessions regarding air service.
- GA Apron project.
 - Ultieg Independent Fee Evaluation (IFE) is completed.

- Passenger Boarding Bridge (PBB)
 - Project is substantially complete.
 - Apron striping, power washing, and paint touch-ups remain for spring weather.
 - A few other punch list items remain.
- Airport Master Plan and ALP.
 - Kick-off meeting on 1/30, with two select work groups.
 - Phone conference call on 2/5 to discuss scope of strategic planning with Kim Kenville.
- TWY C Reconstruction
 - Began work on Construction Safety Phasing Plan (CSPP) with Helms.
 - Needed to re-align the new taxiway coming across 13/31 to avoid direct access to 17 APCH.
- Wildlife Hazard Assessment (WHA) and Wildlife Hazard Management Plan (WHMP).
 - The Airport Certified Wildlife Biologist has completed all 12 months of observations.
 - He will report on his WHA, and from there will develop the WHMP.
- Aviation Day at ABR
 - Met February 15 with tenants and users of the airport. We discussed reforming the Air Show Committee, as most of the tasks will be similar.
 - Met February 19 with the Air Show Committee. Discussed roles, and the need for new committee members.
 - Next meeting will be March 17.
 - Not an airshow, rather an opportunity for the FBO's to market themselves.
- Marketing Opportunity
 - Design an Ad, by the American News. 2 school children submitted designs for the airport.
- Currently working on SDDOT – Aeronautics study.

Operations and Maintenance Report (Hanley):

- Weather Event: 9 weather events for the month of February

Part .139 Compliance

- Monthly PM on PAPI's
- Repaired 4 broken taxiway lights

Terminal

- Escorts for Ringgenberg Electric to run new power for jet bridge
- Trimmed around jet bridge entrance door with 20 gauge stainless

Vehicles/Equipment

- Replaced broken leaf springs on Oshkosh snow blower #15
- Dakota Fluid Power replaced seal on Oshkosh lift cylinder
- Replaced hydraulic hose on Oshkosh snow blower
- New marker lights installed on Komatsu front end loader #30
- Serviced Bobcat skid loader #46
- Replaced cutting edges on Volvo road grader #43
- Installed new air fitting on Rescue 6 ARFF truck

Other

- Received replacement cores for MB brooms #1 and #2

There being no other business brought before the Board, Perry moved to adjourn, seconded by Aman. Meeting adjourned at 11:33AM.

APPROVED BY :
 ABERDEEN AIRPORT BOARD
