

# MINUTES

## ABERDEEN AIRPORT BOARD

### Regular Meeting

### July 2, 2019

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Rich Krokkel, Mark Hanley, Lynn Lander, Alan Johnson, Jeff Catron, Rolf, Johnson, Dani Roeker, Mike Schmit, Rhea Ketterling

Chairman Gellhaus called the monthly scheduled meeting of the Aberdeen Airport Board to order at 11:05AM on Tuesday, July 2, 2019.

**Item #2 Re-organization of the Board** – Moved by Perry to keep Gellhaus and Seyer as Chair and Vice Chair; respectively, seconded by Erickson. **MOTION CARRIED.**

**Item #3 Approval of Minutes from the June 6<sup>th</sup>, 2019 Regular Meeting** – Moved by Aman, seconded by Perry. **MOTION CARRIED.**

**Item #4 - Adoption of the Agenda** – Moved by Perry, seconded by Aman. **MOTION CARRIED.**

**Item #5 Schedule Next Meeting** – Thursday, August 8<sup>th</sup> at 11:00AM.

**Old Business:**

**New Business:**

**Item #6 Bills for the Month of June** – Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**

**Item #7 June Financial Report** – Moved by Perry, seconded by Erickson. **MOTION CARRIED.**

**Item #8 Recommendation to pay Helms & Associates Invoice Billing through June 22<sup>nd</sup> in the amount of \$284.30 for**

**Professional Services as per Agreement to Acquire a Passenger Loading Bridge** – Moved by Perry, seconded by Aman. **MOTION CARRIED.**

Outstanding items: replace carpeting (walkway) and install radiant heating panel.

**Item #9 Recommendation to pay Helms & Associates Invoice #11 in the amount of \$19,123.93 on AIP Project #3-46-0001-39-2018 Airport Master Plan 58% complete and Airport Layout Plan, 30% complete** - Moved by Aman, seconded by Perry. **MOTION CARRIED.**

Kim Kenville held a focus group meetings last week with fairly good attendance. SWOT analysis was sent to Board members and City Manager and to be returned to Kenville by COB, August 8<sup>th</sup>. The meeting was open to all 3 FBO's and its users.

**Item #10 AIP Project #3-46-0001-40-2019 - Reconstruction of Taxiway 'C' and Taxiway 'C' Connector Project:**

- **Recommendation to pay Helms & Associates:**

- **Invoice #8 in the amount of \$2,986.00 for Design services; 100% complete** – Moved by Aman, seconded by Perry. **MOTION CARRIED.**

- **Invoice #9 in the amount of \$2,543.93 for Bidding services; 33% complete** – Moved by Aman, seconded by Perry. **MOTION CARRIED.**

Bidding services includes pre-bid meeting, answering questions, issuing addenda and preparing contract documents for the project.

**Item #11 Discussions on Bids received on the Taxiway Improvements Project – Reconstruction of Taxiway 'C' and Taxiway 'C' connector**

Thursday, June 27<sup>th</sup> was the bid opening. Schmit from Helms estimate was \$3.4M. Of the 62 bid items, they were close with the exemptions of 3 items (2, 3 and 14). There hasn't been discretionary funding that's been program as

of yet and the FAA has all the bid information. We have a 60 day window to hold bids. Schmit is concerned about the additional costs for the local match that is associated with the project. He added that there are things that can be done to make some cuts to the project to reduce the costs: switching the concrete work to asphalt and reducing the Construction Safety Phasing Plan from 3 phases to 2 phases which will make an extended period of the closure for 17/35. He will continue to work with Lander, City Manager and Krokkel. There was one bid (from Fort Pierre) that was rejected and unopened, as it arrived 42 minutes after the bid opening. Lander stated the City has budgeted for both the taxiway C and the GA apron projects for 2020.

**Item #12 Receive and place on file 2018 PFC Audit report** - Moved by Aman, seconded by Perry. **MOTION CARRIED.**

**Item #13 Discussions on the Mooney and procedure for future request of aircraft storage other than a hangar**  
Aman moved to table until next meeting for verification of the contract language and to check if the Mooney is still a certificated airplane, seconded by Perry. **MOTION CARRIED.**

**Item #14: Manager's Report (Krokkel)**

**Airline Operations 2019**

**June 2019 Enplanement and Deplanements** - not available at the time of the meeting.

**Cancellations and Major Delays – 10 events; 1 WX, 3 MX, 6 Other**

**Additional Flight Information** – negotiation with SkyWest for 6 additional 'third flights' yielded 3 additional, for a total of 21 'third flights' in October and November.

**Sun Country (SY)** – next flight departing ABR is on July 19<sup>th</sup> return on July 22<sup>nd</sup>. Then another in September, departs September 1<sup>st</sup> returning on September 5<sup>th</sup>.

**2019 Monthly Fuel Statistics** – June information is not available at the time of the meeting.

**Car Rental** – June information is not available at the time of the meeting.

**Construction, projects, and other notes:**

- FAA required disaster table-top exercise completed
  - 21 attendees representing 12 agencies, 3 agencies were not represented.
  - We also incorporated a Homeland Security bridge-line exercise into our exercise.
- Aviation Day at ABR is a success
  - Total of 790 pedestrians through the gate, did not get a count on the People Movers, estimated 1100 total. We closed at noon as there was a storm moving in. There were 150 kids who signed up for rides. We now have 6 local pilots who are now registered through EAA. There's also a talk that some locals wanting to start an EAA Chapter.
  - Aman stated Thank you to Hanley and Staff for an awesome job. Gellhaus added the event was very well organized and well done.  
To do an Air Show would have an average costs of \$50,000 for 3 small performance.
- Agtegra Lease
  - We have a signed lease agreement with Agtegra. This will be the fourth Ag Spray lease agreement on ABR.
- TWY C Reconstruction
  - TWY C Pre-Bid meeting last Wednesday, had 5 contractors attend.
  - Bid opening was June 27 at 2pm.
  - 2 bids received. Both higher than the engineers estimate.
  - We should be getting our FAA Grant late July or early August.
  - Construction could possibly start late fall >10%, and then deadlines of May 1 and June 1 for the additional phasing. Project should be completed by August 30, 2020.
- Passenger Boarding Bridge (PBB)
  - Project is substantially complete.
  - A few other punch list items remain.

- JBT/SkyCon will be on-site 19-21 June to complete those items.
- Airport Master Plan and ALP.
  - New group meetings were scheduled 6/24 & 6/25 with Kim Kenville.
  - Groups will included; FBO's, local pilots, adjacent land owners, Airport personnel and ARFF, etc.
  - Next step in the MP process is to compile the information, public outreach.
- Wildlife Hazard Assessment (WHA) and Wildlife Hazard Management Plan (WHMP).
  - Draft WHA and Draft WHMP have both been submitted to FAA for approval.

**Operations and Maintenance Report (Hanley):**

**Part .139 Compliance:**

- Monthly PAPI inspection
- Re-wired rotating beacon
- Painting on TWY D connectors
- 3 reflective hold signs ordered per our FAA inspection

**Terminal**

- Hung Freedom Shrine
- Touch up painting around Delta counter
- New landscaping on the South side of the building

**Vehicles/Equipment**

- Serviced John Deere #3 and #8
- Prepped Line Lazer tow behind paint machine

**Other**

- Skycon service work on the jet bridge (in progress)
- Jet bridge semi-annual service was due. Received hands on training with Skycon staff.
- New card reader installed on North ag gate
- Poured entrance road for the de-ice shed
- New heater and relays installed on highway 12 lift station
- Continue mowing and spraying

Johnson asked about the agreement between the County and the City on the water pump. Krokkel stated this has not been explored as of late.

Perry stated Thank you to the Exchange Club and the Airport with the Freedom Shrine event held today.

There being no further business before the Board, Erickson moved to adjourn, seconded by Aman. The meeting adjourned at 12:10PM.

APPROVED BY :  
 ABERDEEN AIRPORT BOARD  
