

**MINUTES**  
**ABERDEEN REGIONAL AIRPORT BOARD**  
**Regular Meeting**  
**January 3, 2013**

**MEMBERS PRESENT:** Mike Erickson, Rolf Johnson, Steve Kaiser, Dr. Kennon Broadhurst, Lon Gellhaus

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Mike Wilson, Bob King, Terry Helms, Gary Christiansen, Darryl Shook, Kevin Braun, Gary Dahlerup, Kay Nguyen, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:34 am on Thursday, January 3, 2013.

**Item #2 - Approval of minutes from December 3, 2012 meeting** – Broadhurst moved approval, seconded by Kaiser. **MOTION CARRIED.**

**Item #3 Adoption of the agenda** – Broadhurst moved to adopt the revised agenda, seconded by Gellhaus. **MOTION CARRIED.**

**Item #4** – Next meeting is scheduled for Thursday, February 7, 2013.

**Old Business: None**

**New Business:**

**Item #5 Bills** – An updated bill list was distributed. Johnson moved approval to pay the bills for the month of December, seconded by Broadhurst. Broadhurst asked about the mini recorder. Wilson stated there was an incident when the Governor's plane tried to land when we were doing snow removal. We had purchased a digital voice recorder, so we can monitor CTAF and also monitor Minneapolis Center's activity. Wilson thinks when the Governor's plane tried to land that they were on a different radio frequency and that is why our staff did not hear them. All our radio equipment on every vehicle was checked because of this. Dakota Electronics did not find anything wrong with any of the radios. Broadhurst asked about the generator. This is the generator to replace the one that was broken. It is a portable one which allows us to run our welder and pressure washers. What about the registration fees for staff that spray, how come there are difference in fees Broadhurst asked. Wilson stated because each has difference licenses and different classes that they have to take. **MOTION CARRIED approving the bills.**

**Item #6 Financial Report** – Broadhurst moved to accept the financial report for the month of December, seconded by Gellhaus. **MOTION CARRIED approving the financial report.**

**Item #7 Helms and Associates:**

**7a: Recommendation to pay invoice #3 in the amount \$5,233.98 for AIP Proj. #3-46-0001-32-2012 Airport Approach Survey, 41% complete** – Broadhurst moved approval to pay, seconded by Kaiser. Helms stated this project is progressing quite well. **MOTION CARRIED to pay invoice #3.**

**7b: Recommendation to pay invoice #5 in the amount of \$1,454.54 Construction Admin. and Resident Engineering Services for AIP Proj. #3-46-0001-32-2012 Airport Terminal Renovations** – Broadhurst moved approval to pay, seconded by Gellhaus. **MOTION CARRIED to pay invoice #5.**

**7c: Recommendation to pay invoice #1 in the amount of \$8,085.25 for AIP Proj. #3-46-0001-33-2013 Wetland Removal and Strom Water Improvement, 2.50% complete** - Broadhurst moved approval to pay, seconded by Gellhaus. Wilson stated majority of the cost is for Sayer who delineated wetlands for Helms and they are in the process on working on the numbers. Last time Wilson had heard we are really close on the number of acres. We might have been a little shy but very close. Schmit from Helms and Associates is reviewing this now. Wilson stated Sayer came out and did soil samples. The report he puts together details the amount of wetlands and how functional the wetlands are. After we have this information, we will set up a meeting with the Corps of Engineer and we will

try to figure out what they will actually require on mitigation. Whether it will be 2:1, or 1.8:1 or 1.7:1, etc. and this will help us determine how much land we are going to need. Kaiser asked do you suppose they will do 1:1. Helms stated it will not be 1:1. Erickson asked how they determine from dry to wet year. Helms stated they determine it by what the water levels are and the type of grass. EPA and the Corps of Engineer need it and the delineation has been done. **MOTION CARRIED to pay invoice #1.**

**Item #8 JDH Construction AIP Proj. #3-46-0001-32-2012 Terminal Baggage Claim and Security Hold Room Renovations:**

**8a. Recommendation to pay payment application #4 in the amount of \$109,712.70 for work completed thru December 23<sup>rd</sup>** – Broadhurst moved approval to pay, seconded by Gellhaus. Wilson stated the work is progressing. Today they are moving the TSA equipment into its permanent location and they will build a wall behind it. Tiles are down in the majority of the building. They will have the area where the TSA equipment currently is sitting to finish for tiling, carpeting work, and finishing up on painting. Baggage claim is inside the building again. We have airport staff helping the airline by unlocking the gate and helping to unload the bags. The company that works on the baggage system will not be back until mid-February to put our baggage system back in. Wilson thinks on the weekends the baggage claim is back outside as we do not have airport staff to help out. IT is also being moved today. Kaiser stated for the weekend we have to move the baggage claim outside. Is there any way that we can move it inside, if we have to go through this for another a month and a half? Wilson stated on the weekend we are helping them with the afternoon flight, but not the late flight. Kaiser asked is this a matter of money. Wilson stated it would be scheduling and added he can look at it. The problem is if the flight is late and our staff has to be in at 5:30am the next day. Broadhurst stated it would be nice if we can get someone to help on the weekend especially at night, but if we can't then we have to do without. Wilson stated the bigger issue is that we are running it through a temporary roller so someone has to be on the other side to grab the bags as they are coming out, so they are not throw n at people or bags just dropping off. **MOTION CARRIED to pay payment application #4.**

**8b. Recommendation to approve Change Order #2 an increase of \$20,252 in contract amount** – Johnson moved to accept the Change Order, seconded by Gellhaus. Wilson stated the update is that we added in \$10,000 for the retaining wall outside. This was missed on the design and was approved by the State. We are still under the amount we can go up to on increasing this contract. Item #4 is additional sheet rocking in the baggage claim area to cover up the exposed blocks as we do not have any other exposed blocks in the building. Item #2 the simulated grout strips that we added to the flooring. Broadhurst asked why there is a shipping charge of \$125 and the others had nothing. Wilson thinks the reason is the shipping was already included in the original flooring and the additional did not need it as it was already in the proposal. Broadhurst asked what City office is located on 24 – 5<sup>th</sup> Ave SW. This will be corrected to 123 S. Lincoln. Erickson asked the time line on the contract. Wilson stated April 30<sup>th</sup>. Gellhaus asked if they are proceeding on schedule. Wilson stated they are quite a bit ahead of schedule. Originally we were planning 3 phases and they had changed this to 2 phases working around everything inside the hold room and keeping it open. This helps our timeline. Wilson thinks there will be some work probably after April 30<sup>th</sup> because we need the right temperature to do the paving outside and also putting the materials outside the building. They want the temperature to be at least 50 degrees. We may allow extending this on a little bit. Erickson stated if the Board has not seen the construction, they should take a look after the meeting. **MOTION CARRIED approving CO #2.**

**Item #9 Airport Manager's Report**

**9a: Terminal Remodel** – previously discussed.

**9b: Snow Removal** – Wilson stated we had our issues with snow removal. We had a couple that had gone well and a few that had gone poorly. Wilson had discussed this with staff. We had some where Wilson thinks that inspections were not completed afterwards, so we had radiuses on the end of the runways that were not cleaned up. The one storm the GA apron was absolutely horrible because it took too long to get to it. Wilson apologized to the FBO's for having a skating rink out there. This was discussed with staff and hopefully this will not happen again. We also had one where Hangar 9 parking area had been missed. Wilson tried to cover with staff to do really thorough inspections.

**9c: Private Hangar Gate** – Wilson stated we had some complaints on the hangar gate. We had swapped some parts. Now, the gate appears to be working. There was also one wire that was possibly loose, not sure if this is what fixed it. We had Vosika come out a couple of times and they could not find anything wrong.

**9d: Enplanement** – Wilson stated we are up 10.4% in December. Overall in 2012 we are up 1.4% over 2011. For

2011 we had 3 flights a day thru August 15<sup>th</sup>. For almost ¾ of the year we had 134 seats. For 2012 we are at a 100 seats. Our load factor for 2012 is quite a bit higher compared to 2011.

**9e: Upcoming Project** – Wilson had been talking to FAA on not having to move the ASOS and the localizer. Wilson does not agree that we have to move the ASOS as it is a waste of money, but FAA is requiring it. Our ADO is going to argue it a little bit more with other offices to not have to move it. They are typically located with the glideslope. Wilson stated the only reason they want to do this is to just have one power line going out there. If they move our ASOS and co-locate it with the glideslope again, we are going to have to put in a new gate, new access road and remove the old gate. National Weather access is on the south side of the airport. As for the localizer, this is supposed to be located 1,000' to 2,000' off of the end of the runway. After the move it is going to be 2,060'. On this, they are probably requiring it to be moved, but at least they will do a flight check to see if they can keep it in place. For 60', if they are still getting accurate reading, Wilson does not think they will have to move it. Kaiser asked if the cost is ours to move these. Wilson stated it would be our 5% share. Our cost is really not a concern; it's the overall cost of the project which Wilson thinks is not necessary. Johnson stated its part of the grant that could be used for something else. Wilson stated if we are getting a new localizer then move it. As for the ASOS, Wilson does not know what Helms's thought on this. They allow this to be 1,000' to 3,000' off at the end of the runway and want it to be 750' to 1,000' off to the side unless it is co-located with the glideslope then its 400' off the side of the runway and 1,000' off the end. After the project it's going to be 1,760' off the end and 400' off to the side which is not out there far enough. 750' is what they would want if it is not with the glideslope.

**9f: ASOS (Automated Surface Observing System) versus AWOS (Automated Weather Observation System)** – Wilson stated that Johnson had asked if we can add NOTAM (Notices to Airmen) data to ASOS because there are some out there that can. AWOS has a couple of modes that do allow the NOTAM's to be issued over it and with Super AWOS you can, but with ASOS we are not able to do this. ASOS is maintained by the National Weather Service where AWOS is more remote. With the Super AWOS they are usually put at airports that the FAA will not pay to have an ASOS or an AWOS. They are about half the cost and have lower maintenance cost. The State puts them in different airports. Tea and Sisseton airports have Super AWOS. They are a nice unit for smaller airports, but they do run on CTAF (Common Traffic Advisory Frequency). Johnson asked other than the NOTAM's, is it a higher grade system? Wilson stated sort of. It checks itself against all the other Super AWOS that are out there. It will go to make sure that it is getting similar readings that are in the area. It does some pinging off the NWS site too to make sure that it is reading the same. It allows it not to have a technician to work on it. ASOS does not do NOTAM's and we will not get anything else here as FAA funds this and ASOS provide more data. Erickson asked would they cover any additional roads and gate changes. Wilson stated these would be eligible. We do not want NWS staff driving on the airfield. This was not on the EA to have the road there, but we are filling all the wetlands that this can be a CATEX (Categorical Exclusion) since there are not wetlands being impacted.

**9g: Hangar area lighting** – Broadhurst asked if the lights had been installed. Wilson stated these will not be installed until spring.

**9h: CIP Validation report** – Broadhurst asked if there's anything to report on this. Wilson stated this had been submitted to the FAA which was due December 17<sup>th</sup>. This is done yearly.

**9i: Public Hearing** – Broadhurst asked what about Public Hearing that was mentioned last month. Wilson stated this will happen after we meet with the Corps of Engineer. Helms just received the report today and they are reviewing it. Helms and Wilson stated they are hoping to have a Public Hearing by the end of this month.

**Item #10 Other Items: None**

Broadhurst moved to adjourn, seconded by Gellhaus. The meeting adjourned at 12:20 pm.