

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
May 9, 2013

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

MEMBERS ABSENT:

OTHERS PRESENT: Mike Wilson, Rich Krokkel, Daryl Shook, Ryan Rivett, Jeff Williams, Adam Altman, Craig Larsen, Kevin Braun, Gary Christiansen, Mike Schmit, Jeff Mitchell, Ron Rivett, Jeff Natalie-Lees, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:30 am on Thursday, May 9, 2013.

Item #2 Welcome Rich Krokkel - Erickson welcome Rich Krokkel, Airport Maintenance Foreman. Krokkel stated he was born and raise here in Aberdeen. He had a career and retired from the Navy. He has 36 year's experience in mechanical engineering and maintenance management. The last ten years Krokkel was at POET. Krokkel looks forward to the new challenges.

Item #3 - Approval of minutes from April 4, 2013 meeting – Kaiser moved approval, seconded by Gellhaus. **MOTION CARRIED.**

Item #4 Adoption of the agenda – Moved by Gellhaus, seconded by Johnson. **MOTION CARRIED.**

Item #5 – Next meeting is scheduled for Wednesday, June 5th.

Old Business:

Item 6 – Non-Federal Reimbursable Agreement:

6a: Rescind motion on recommendation to accept Non-Federal Reimbursable agreement made on February 7th, 2013 meeting - Wilson stated the Board made a motion recommending accepting this agreement and also paying the amount. This is for the engineering that the FAA does for looking at moving the NAVAID's on the airport. They had given us the Final Draft agreement at that point and they were mailing the original agreement. Wilson was trying to get everything taken care of before he left for his military leave. When Wilson returned, he had an email stating that they had new staff, they wanted to review their agreement and they wanted to make sure that they had their price correct on smaller items. The new agreement is for \$440,000. The scope of work did not change, but on the price breakdown they added a few different items. They said that we would have a separate agreement coming for the construction portion and they added this cost to this agreement. Wilson stated in doing the math, this still would have added 50% over the original agreement. Wilson stated we are not accepting or paying this right now. Helms and Associates sent out a letter to the FAA/ADO asking for the breakdown of costs. Similar to what Helms has to do when they submit their costs to us. The ADO has up-channeled this. We are waiting for a response. Terry Helms went out to Washington, DC and talked to Senator Thune about this. Helms has sent a letter to Senator Johnson and Rep. Noem as well. Until we get a response, our plan is not to continue with the non-reimbursable agreement. Johnson asked this was three months ago, there were nothing that change hands. Wilson stated no, we have not moved any further. Broadhurst moved to rescind the motion made to accept the agreement presented on February 7th meeting, seconded by Gellhaus. **MOTION CARRIED.**

6b: Rescind motion to pay the FAA in the amount of \$182,886.11 for Engineering services for the planned project – Moved by Broadhurst, seconded by Gellhaus. **MOTION CARRIED.**

New Business:

Item #7 Bills – An updated bill list was distributed. Johnson moved approval of the bills for the month of April, seconded by Gellhaus. Johnson asked about the de-icer inventory. Wilson stated we were down quite a bit this winter and just recently replenished. We have around 5,000 gallons. Gellhaus asked about hydrogeomorphic

modeling. Wilson stated this is when they come in and find the functional units of the wetlands. This is part of the process on the wetland project for the new site (which is done by SEH) and on property (done by Sayre). Gellhaus asked is this below surface testing or drilling. Schmit from Helms and Associates stated they take a look at the vegetation and hydrology going into it. Then they assign a number value to the wetland. Typically on a small wetland mitigation project they usually go to acre to acre ratio. With the size of impact to wetland and mitigation that we are doing, it is more appropriate to look at the functional units. Johnson asked about the bird bangers and screamers and the NOTAM that is out for Migratory birds. Wilson stated we scare anything off our property. Our first attempt is to scare them off and after that we go to lethal means. The NOTAM was cancelled this week.

MOTION CARRIED approving the bills.

Item #8 Financial Report – Kaiser moved approval of the financial report for the month of April, seconded by Johnson. **MOTION CARRIED.**

Item #9 Recommendation to pay Helms and Associates invoice #5 in the amount of \$48,511.50 for AIP Proj. #3 -46-0001-33-2013 Wetland Removal and Storm Water Improvement, 35% complete - Gellhaus moved approval to pay, seconded by Broadhurst. Schmit stated the mitigation site has been topographically surveyed. They are still working on the topography of the Airport. The archeological survey is complete and the report should be here sometime next week. Their discussion with the archeologists, nothing was found on the Willow Dam property. **MOTION CARRIED to pay invoice #5.**

Item #10 JDH Construction, AIP Proj. # 3-46-0001-32-2012 Terminal Renovations Project:

10a: Recommendation to pay payment application #8 in the amount of \$13,847.40 for work completed through April 30th – Gellhaus moved approval to pay, seconded by Johnson. Wilson stated the back door to the conference room is installed. They still have some work to do on it as the door is binding and they need to repaint the outside to match the flashing. The tile work on the outside of the building is complete. They just need to do a little clean-up and install the flashing. The baggage system, we are still working on getting the kinks out of the sensors. Paving was done on Tuesday. The concrete work was completed yesterday. Wilson is adding another retaining wall. Where they put one of the retaining walls, they could not get it as tight as the footing for fence is in the way. Erickson asked what is left. Wilson stated the retainage, one light for outside the building, and louvers for equipment screens which will ship on May 31st. The install on the louvers will not be done by June 15th. Johnson added the site work for \$16,000 is also outstanding. **MOTION CARRIED to pay payment application #8**

10b: Recommendation to approve Change Order #3 increasing contract amount in the amount of \$7,453 and changing the Final completion date to June 15th – Gellhaus moved approval, seconded by Johnson. Wilson stated the substantial completion date was April 30th, but with the snow storm we kept getting pushed back. The majority of the costs on the increased amount are for the new processor for the conveyor. The new soffits in the security area were added as braces for the wall. The relocation of a sprinkler line over the vending area is for aesthetics. The door lock is for the conference room back door. They were installing a lock that we would not be able to get in from the outside. The cost is being covered by HKG as they had overlooked it. **MOTION CARRIED approving Change Order #3.**

Item #11 Request to build 80x80 Hangar from Quest Aviation – Information on this request was distributed to the Board. Wilson stated the proposed hangar will be built where the current Quest parking lot is. The plan shows that there will be 8' space between the existing Quest Aviation structure and the new hangar and 20 3/4' for the new hangar to the City Hangar. The new hangar will have a larger door and will accommodate larger aircraft than what can currently be accommodated by Quest. The Falcon 50 will be stored in this hangar quite a bit of the time. Their letter included that there will be other aircraft that will be stored in this hangar and maintenance on other aircraft like Citation 10, aircraft that would have higher tail heights. Wilson had been back and forth on this as *the hangar* takes out their parking lot; it is placed on the apron and removes a gate. These are the major issues Wilson had to start with. Wilson talked to FAA about this. FAA had said and this refers to any hangars that are on the apron; "if the FAA were ever to come in and look at the hangars and determine that they are for exclusive or near exclusive use, they would deem that portion of pavement 40' out from the hangar and the width of the hangar to be ineligible for Federal funding". The City will have to cover the cost for this amount of the pavement. Quest put together a letter stating this is not their intent; it will not be an exclusive hangar. With the lease, what we plan to do and we plan to do this on all future leases that are going to be on the apron is a clause "if the FAA comes in and determines the

hangar to be exclusive or near exclusive use that owner will be responsible for that pavement in front of their hangar or they have to move their hangar in a different location". Wilson spoke to Altman, City Attorney on this and Altman can put this on the lease. Johnson asked why the apron dimension is at 40'. Wilson stated the object free area for a B2 taxilane is 79' wide. It would be half of this (39.5') as unusable space, as this is the space for them to get in and out of the hangar. Johnson asked if the 20.75' is used for utility easement. This is not for utility easement. Wilson stated we use NFPA rules for the hangars. When you go over 24,000 sq. ft. on a hangar cluster, you need a 50' gap for fire protection. Wilson thinks we are at 22,000 on the Quest building and somewhere in the 20's on Aberdeen Flying Service and the City hangar. This is considered as one cluster right now. If you want to decrease the space between the buildings, you can go to 25' space with a two hour fire wall. If you go below 25', you need a 3 hour fire wall and have a sprinkler protected structure. The 20.75' is where they sited and designed it. If they wanted to, they can put a vehicle access in this area in future. We already paid for a gate to be there 20 plus years ago according to FAA records. We will not be putting another, if Quest wants one in the future. This would have to be their expense. A 3 hour fire wall is required for both sides of this building according to NFPA 409 and its going to need a sprinkler system or have a foam system. Wilson asked the Fire Marshall if access to the fire hydrants behind the City hangar and one behind the Quest hangar to the south is going to be an issue. Looking at it the Fire Marshall had said it's not. There is still a gate near Aberdeen Flying Service and the private hangar gate. However, the Fire Marshall said this morning that Quest will not be able to put any walk doors on the side of the building. As for parking, they are planning to use the parking spaces behind the current Quest Aviation and re-vamping the parking behind this new hangar. Additional parking can be added, if needed. The old maintenance building we are not using anymore. If the pavement here deteriorates, we are not going to repair this space. Quest can lease this from us, if they want to. Right now, the gate next to Quest is being used by FedEx and a lot of the medical flights. Quest would prefer them to use the private hangar gate. If they do this, we would want them to park their aircraft closer to this area, so they are not driving all across the apron. Erickson asked about the revolving gate. Wilson stated this will remain. Erickson asked about utility lines. Wilson stated the water line is closer to the road (2' to 3' off the road). The Aberdeen Flying Service hangars are closer to 100' deep and they are not touching or over the water line. Gellhaus asked the 20.75 on the west side, would this be asphalted? Braun stated it's mostly grass. Wilson stated this will remain grass and what we would have them do is place the fence up at the front so we not are bringing mowers in. Johnson asked would we need to change any striping for the apron. Wilson stated it's a taxilane. We do not need to change anything there. Broadhurst stated a few months ago, Wilson had mentioned about private hangars or anything that resembles a private hangar cannot be where the FBO's are. How does this deal with this? Wilson stated with the letter that Quest had put together, this is not going to be a private hangar. The Falcon 50 will be used for Charter; they will do maintenance on other aircraft in this hangar and will be available for transient aircraft coming in for rental space. If the FAA comes in and they say that one of these hangars is private, exclusive or near exclusive, they will be responsible for the pavement upfront. This is the FAA issues right now. They are funding a lot of aprons across the country that they feel that probably have some private, exclusive or near exclusive use structures on them. This is what they are trying to get away from. Broadhurst asked when does the FAA make this decision. Wilson stated this would probably be on a complaint basis or when they re-do the apron in the future they would probably look at hangars. The FAA would have to do apron usage study. Would Quest then be willing to be responsible if they are found not to qualify for the funding? Wilson stated this is why we are putting the clause on their lease. Erickson stated that Ryan Rivett had indicated this on his email. Wilson stated he did. This is not just for this hangar. This is for any hangar that is going forward on the apron; the language will have to be included in their leases. Gellhaus moved to allow Quest to build their hangar subject to the lease requirement that will be added regarding the FAA rules, seconded by Kaiser. **MOTION CARRIED.**

Item #12 Recommendation to renew:

12a: Lease #35, Hangar #18, Quest Aviation – Renewal moved by Gellhaus, seconded by Johnson. **MOTION CARRIED.**

12b: Lease #56, Hangar #20, Morgan Beving – Renewal moved by Gellhaus, seconded by Johnson. Wilson stated Morgan bought the hangar last year and finished up the previous owner's lease. **MOTION CARRIED approving the renewal Lease #56.**

Item #13 Discuss Terminal Mural

Wilson stated that he contacted Northern State and the Northern State Art department would like to do something in the building. The consensus of the Board was to put a proposal to see who would be willing to do and what the

proposed drawing would be. Wilson asked the Board what they are looking for in a mural. There is a large wall in the security hold room that would be a good spot. There is also an area up above. One of the comments was possibly some aircraft that we had in the past and what we are up to now. Johnson asked Ron Rivett and Shook if they had any ideas as they have been in the industry for more than 30 years. Kaiser stated Sioux Falls has a nice mural. Kaiser added he has talked to the Chamber and others and everybody likes the idea of putting artwork in of some kind. They suggested heavily however that we get a preliminary drawing so we know what we are approving of what we are putting up. Kaiser stated he had suggested an Aberdeen look of history rather than just aviation. This is what Kaiser had talked to the Chamber and others about and they seemed to like the idea. Johnson suggested taking a South Dakota angle instead of just Aberdeen. Broadhurst stated when we did the War Memorial sculpture this was open to people who were able to give the Board ideas. Broadhurst suggested contacting the Aberdeen Arts Council and work through them because if you work through people that this is associated with, you end up with fewer complaints afterward. With the sculpture, all veterans groups had input. Broadhurst stated lets have the Arts Council input. Let them come up with ideas. They are professional people. Even the students, they have their own thoughts of what should go on that wall. Let's see what their thoughts are then, the Board can pick what's best for us. Ron Rivett stated a collage of the history of City would be of interest to him. It would be an interesting proposal from the Art people to take the concept and what they come up with. Erickson stated we want something that one can look at and study, not just a pretty picture. Wilson stated at least limit it to either aviation or history of the City. Wilson does not think we want it too broad. Johnson asked if there is a mural in town that deals with the history of the City. Councilman Mitchell stated there is one in Ramkota and not sure about if there is one in the museum. Wilson stated he can contact the Arts Council to see if they would be interested. Gellhaus agreed this is a good idea. Erickson added something on Saunders also. Councilman Mitchell suggested contacting Sue Gates at the Museum too. Johnson added we were a glider training location. Councilman Mitchell stated we want something that would be fairly long term. Johnson stated he is not necessarily looking for marketing, but history. Erickson added that there might be picture of the Airport when it was up at the fairground.

Item #14 Airport Manager's Report

14a: Wetland Project/Grant/CIP - We had a lot of snow in April that pushed things back. We are not going to spend the \$3m that we were planning this year to do the Wetland Mitigation and the Storm Sewer Drainage project. This will be push back to next year. Part of the problem was that the delineators were ready to go to look at the site and it snowed and they were not able to go out. They also need to have so much vegetation growth before they can look at it. Schmit stated their planned date to start is Wednesday next week. Wilson added another problem was with the FAA requirement to remove the water off property. We can put it in a detention pond and pump it somewhere and they want it removed off Airport property within 48 hours. To do this it will require a 30" force main pipe and 1,850 horsepower pump which cost \$18.5M or a 36" pipe and 800 horsepower pump which is \$18M. We are trying to get the FAA to allow us to extend the time. We are trying to get down to 192 hours which would allow us to use a 20" to 24" pipe and 100 horse power pump which we can afford to maintain. We are waiting for a response from the FAA on this. The total cost for this project is now at \$4M to \$4.5M. Our original plan was \$2M. They are reviewing this to see if there is a better way to go about this. We are also trying to get force main for about 3 ½ mi and drop it into a drainage way; get some drainage easements and get the water down to the Moccasin or Jim River. We do not want to speed through this and have a plan that really does not work which will cost the City a lot of money. With this, there is an open entitlement which we'll have Helms agreement for about \$350,000 which was already approved for their engineering work on the wetland mitigation. We are going to move a Fire Truck up to this year. Our truck is a 1998. The FAA expected life on this is 10 to 12 years. If Wilson does not move the Fire Truck up into this grant, all the entitlement money will be rolled over and spent on the drainage. Next year's entitlement will be spent on the drainage and we will get less discretionary. The next two years after will be for the runway improvement. So, it would be at least 4 years until we can replace the Fire Truck. Wilson had talked to the FAA and it is fine to move the Fire Truck up. It was a safety recommendation from them last year that we start planning on replacing it. Wilson stated the only truck we are allowed is the 1998 as far as FAA funding. We are allowed one truck for our Fire classification. Johnson asked what happens to the old truck. Wilson stated we have a 1981 which we can use for trade-in or sell it as it is past its useful life. The 1998 will then be our back-up truck. The 1981 we have had problems getting parts for. We do need to get another truck in because when the 1998 goes down for maintenance, we are left with the 1981 truck. Kaiser stated we just added a year or two on the decoupling project. Wilson stated the plan is Wetland Mitigation/Storm Sewer Drainage for next year; work will not start till 2015. Then late 2015, 2016's money will probably be the actual decoupling. This will probably be split into a couple of years. It's hard to say with sequestration and with controllers taking Airport Improvement Program dollars what is going to

happen. This will impact projects across the country and airports will have to fight for money and split the projects into multi-year. Councilman Mitchell stated the plus to this is it gives the City more time to set aside the match dollar. Wilson agreed that multi-year grants help the City especially when we have to cover 10% of the money until the project is closed-out.

14b: Hwy 12 Project – They are re-doing the road from Melgaard to the divided highway. They are planning to start the work on May 21st. The first thing they will do is move our fence back. They will not be doing 90 degree corners, so we do not have mowing issues. Kaiser asked are they closing hwy 12. Wilson stated they are doing two lanes at a time. Kaiser asked would this affect our egress entrance. Wilson does not believe so. Krokell will be attending their pre-construction meeting next Tuesday and he can ask about this.

14c: Ford Tri-Motor/EAA – Thanks to Quest and Aberdeen Flying Service there is a Ford Tri-Ford motor that is coming to the Airport June 27th through the 30th. Rides will be offered on these dates.

14d: Delta's response on De-icing – The response letter from Delta regarding their de-icing and their truck was forwarded to the Board via email. Johnson asked if we have to train anyone on the tower de-icer. Wilson stated we do not touch aircraft or their de-icer. Christiansen, DGS Manager stated this will be done through their internal training.

Item #15 Other Items:

15a: NOTAM – Broadhurst asked have we had any more complaints about the NOTAM issue that we had for the last two or three months. Wilson stated he does not think we had a NOTAM issue. The comment from last time Wilson had looked into. This was actually a Lockheed Martin NOTAM example. The confusion was that they listed both sides rather than just saying “on runway”. Wilson had talked to staff on this. Staff did follow an actual example, but the example was a bit confusing. With Lockheed Martin, they have their list of examples. They kick them back if they don't like how we send them out, so we try to follow their examples. Wilson stated he had talked to Dahlerup on this as well.

15b: Ramp perimeter marking - Hangar 9 – Broadhurst asked what has been done here. Wilson stated we are planning to put reflectors in the area. Broadhurst stated there was a barricade there once. Johnson stated a barricade will work there for temporary fix. Wilson stated we will put reflectors up. Broadhurst asked when will this be done, so he does not keep asking. Wilson stated before the next Board meeting.

15c: Baggage Service – Broadhurst stated he does not travel much in and out of here. The time that he had there seems to be a problem with the baggage service. Is there something the City and the Airline can do to cut the baggage claim service? People coming to our City get a bad attitude about the City and the baggage service. The flight is between 40 to an hour and it takes 30 minutes to get your bag. Wilson stated Christiansen has been working on this. Christiansen is trying to hire more employees. Wilson also had discussed with Christiansen carry-on bags. When they are checked plane side in Minneapolis, they are being put on the conveyor to be picked-up. On all Delta stations, these are being dropped plane side when they get to the location. Typically, we do not touch the aircraft and we do not handle baggage. Christiansen stated Delta's goal is to have the first bag off the aircraft to the baggage claim within 18 minutes. They have met this goal consistently the last 3 months.

15d: Fire Station #3 – Erickson asked what happens when there is a fire off site. Wilson stated they have a structural truck and an ambulance. They will always have one ARFF (Airport Rescue Fire Fighter) at the station. Erickson asked this is not one we paid for with Federal funds. Wilson stated no.

15e: Air Show - They are working on the fundraising. Estimated amount brought in from the DEC event was about \$12,000. The contract is in place with the performer. The Hotel Alliance gave \$5,000 and additional \$1,000 for every \$5,000 earned on in-kind and cash. The Air Show meeting is held every 3rd Thursday of the month.

Johnson moved to adjourn, seconded by Gellhaus. The meeting adjourned at 12:38pm.