

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
June 5, 2013

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

MEMBERS ABSENT: Mike Erickson

OTHERS PRESENT: Mike Wilson, Lynn Lander, Rich Krokell, Kevin Braun, Gary Dahlerup, Gary Christiansen, Rhea Ketterling

V. Chair Johnson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:33 am on Wednesday, June 5, 2013.

Item #2 - Approval of minutes from May 9, 2013 meeting – Kaiser moved approval, seconded by Broadhurst. **MOTION CARRIED with correction.**

Item #3 Adoption of the agenda – Moved by Gellhaus, seconded by Kaiser. **MOTION CARRIED.**

Item #4 – Next meeting is scheduled for Tuesday, July 2nd at 11:30am.

Old Business:

Item 5 – Terminal Mural

Wilson contacted Stacy Braun from the Arts Council. Braun had stated that they will help with the mural. The plan is to get something out this fall so students from the University and Central will have an opportunity to submit a proposal. With the article in the paper, Jacob Bosmoe and Vic Reynolds have contacted Wilson and have expressed interest. Wilson informed them that we will include them on whatever RFP we come up with. Johnson stated he had a discussion with a couple of people last month after the meeting and the consensus was landmark and things with significance that have happened in the community over time (last 80 to 100 years). In the mural, it would have individual designs actually right in the picture itself. It has to look appealing to the eye. Wilson will pass this information to Braun. Kaiser stated he has some pictures and suggested the museum can also help us with getting additional pictures. Kaiser mentioned that Comm. Wiese has some Aberdeen postcard books from the 40's and 50's. Wilson added Carl Perry with the Exchange Club had contacted us. The Club would like to donate a Declaration of Independence. Wilson would like to sort this out later when we get going with the mural, as other clubs may contact us.

New Business:

Item #6 Bills – An updated bill list was distributed. Broadhurst moved approval of the bills for the month of May, seconded by Gellhaus. Broadhurst asked about the defibulator pads. These are to replace the ones we had which had expired. Gellhaus asked about the tires. Wilson stated we had recapped the rear tires of the equipment that pull the broom as they are worn out. **MOTION CARRIED approving the bills.**

Item #7 Financial Report – Broadhurst moved acceptance of the financial report for the month of May, seconded by Gellhaus. **MOTION CARRIED.**

Item #8 Recommendation to pay Helms and Associates invoice #6 in the amount of \$11,319.35 for AIP Proj. #3 -46-0001-33-2013 Wetland Removal and Storm Water Improvement, 38.5% complete – A signed invoice is presented to the Board. Broadhurst moved approval to pay, seconded by Kaiser. Wilson stated work is still progressing. Helms is working on the design. The archeological/historical survey at Willow Dam site is done. Nothing significant was found on that property. The onsite work, we are still waiting for a response from the FAA if we can increase our time to 192 hours. Johnson asked if we expect an answer this summer. Wilson stated we are not pushing to get this project done this year and is not holding this project. Wilson thinks they will allow it as long as we have a wildlife biologist sign off that it is not going to create a wildlife hazard. **MOTION CARRIED to pay invoice #6.**

Item #9 AIP Proj. # 3-46-0001-32-2012 Terminal Renovations Project:

9a: Recommendation to pay JDH Construction payment application #9 in the amount of \$16,850.60 for work completed through May 24th – A signed invoice was presented to the Board. Broadhurst moved approval to pay, seconded by Gellhaus. Wilson stated this invoice includes site work, some tiling, asphalt work and the last two change orders. One issue we had is the one retaining wall that they put up is too far from the fence and they did not design a handrail for that side. Wilson thinks we need the room for the tugs to get around. Helms is putting in a design for additional concrete to get us up to the fence. Barricades had been placed so the airline staff are aware of it. Broadhurst stated the only thing that needs to be done is the line item “accessories”. Wilson stated the accessories are the louvers for the equipment screens and some punch list items. Broadhurst asked why are we requiring such large retainage if the work done so far is acceptable. Wilson stated because we want them to finish up the little things that need to be fixed. **MOTION CARRIED to pay payment application #9**

9b: Recommendation to pay Helms and Associates invoice #8 in the amount of \$5,289.63 for Construction Administration and Resident Engineering – A signed invoice was presented to the Board. Gellhaus moved approval, seconded by Kaiser. **MOTION CARRIED.**

Item #10 Airport Manager’s Report

10a: 2014 Budget – Wilson stated Jake Kraft of Air Kraft Spraying is working on the design of a 110’x75’ hangar to put in the new Ag taxiway. Kaiser asked what will happen to the old one (Beving’s hangar). Wilson stated Kraft is planning on taking it down. We would end up paying him the cost of moving the old hangar over to the new site. Typically, this is what happens when things are built on airport where they should not be built. FAA wants everyone getting onto a taxiway and entering the runway at a certain point, not having direct access to the runway. Johnson stated the sprayers were busy on Sunday. Wilson stated FSDO received a complaint that the sprayers were flying too low (300’ to 500’) over town. FSDO wants Wilson to handle this right now and if it happens again they will be sending someone to keep an eye on this. Wilson had to talk to the sprayers and had let them know again that they have to go pattern altitude and avoid going over populated areas. Wilson hopes that this corrects itself again this year. Johnson asked if we know who made the complaint and do sprayers have exemptions. The complaint came from someone with aviation knowledge. For exemptions, Wilson thinks if they are under load they do not have to get to pattern altitude as quickly as others. When they are not under load they have to fly like anyone else. They should not be going over the populated areas with a full load of chemicals. Braun stated the thought process when the Ag operations were approved back in the 80’s was the Airport wanted hazardous chemicals away from the general public. Is this still the case where the new spots are now? Wilson stated there are some houses over by the new area, but the sprayers are doing all their chemical loading inside of a structure and their storage is inside. Also, there are other issues where they are currently; like road maintenance and the main issue of having direct access to the runway is why they are being moved.

The 2014 budget will be presented to Council on August 2nd, then it goes through two hearings and then the final is presented on September 20th. The Airport Board does not have to approve our budget as this is an administrative item.

Personnel and Operating - there is no significant changes

Capital Expenses:

- \$90,000 budgeted for moving Air Kraft Spraying hangar and Performance Aerial containment pad
- \$35,000 is to replace the GMC pickup which has issues
- \$8,440,000 in 2013 we have budgeted \$3,500,000 and we will not be spending all of this money this year. We will probably spend around \$1M. \$2.5M will roll into 2014 budget request. The additional request is for the increase that we are expecting on the Storm Water and Wetland Mitigation project. The money is budgeted for 2014, but we will probably not see a lot of the expense until 2015 because the AIP grant will be coming through so late. This makes our budgeting difficult, but Wilson had discussed this with the City Manager and the Finance Officer. The \$440,000 will be for the new NAVAID’s engineering Non-Federal Reimbursable agreement. We are still waiting for a response for Helms’ letter to the FAA regarding the increase in the agreement. Johnson asked when are we required to do this and what are we getting for it. Wilson stated because we’re pushed back on our Wetland Removal project, we will be safe until next spring to submit for payment on the agreement. This agreement gets us

all our instrument approaches and because we are moving our runway ends this work comes into play. Johnson asked what the time requirement is. Wilson thinks there is a minimum of two years. Braun asked what the repercussion if we don't do this because of the cost. Wilson stated there will not be FAA funding for this Airport. And, because we have a safety recommendation that will not be completed, under FAR 139; our Commercial Service can be an issue. Ultimately, they can come back on any grant that we received in the last 20 years and would want the money back as our Grant Agreement is that for at least 20 years we will maintain what they'd given us to their standards.

10b: Certification Inspection – The annual Certification Inspection will be on June 17th through the 19th. She will go over our staff's training records, FBO's training records, fuel farm compliance, day and night inspections. The out briefing meeting will most likely be on the 19th. Johnson asked were the FBO's notified of this. Wilson stated yes. Kaiser asked if Wilson wants the Board to be present at the out briefing. Wilson does not want a quorum of the Board. We will invite the Chair and Vice Chair. FBO's are invited to attend.

10c: Ramp perimeter marking - Hangar 9 – The reflectors are in. We made our own reflectors to FAA standards. It's made so they are frangible.

10d: City Council Liaison - Jeff Mitchell is done on June 30th. We will have a new liaison next month. Johnson asked if it would be one of the two that were just elected. Wilson does not know if we would have anyone for next month's meeting as our meeting is earlier in the week. Lander, City Manager stated usually the existing councilor gets a committee of their choice before the newcomer.

10e: Airport Maintenance/Mechanic - We had posted a position for maintenance two months ago. We had few people apply, but did not end up hiring anyone. We posted a position for mechanic and had a mechanic apply. We now have a mechanic on staff which would definitely help us out. He is a trained Diesel Mechanic from Lake Area.

Item #11 Other Items:

11a: Archeological Survey Report – Broadhurst asked if there is anything the Board should be concerned about this report. Wilson stated he has the report and they did not find anything.

11b: Advisory Circular for FAR 139 – In accordance to this AC, detention ponds should be drained dried within 48 hours. AC's for 139 airports are laws instead of it being advisory.

11c: Hwy 12 – They were pushed back recently because of the weather. They are most likely closing down some of the lanes late this week. They are planning to do millings on Monday. The two eastbound lanes are the ones that are going to be used. Any complaints to let us know and we will let the State contact know.

11d: Baggage Service – Christiansen, Station Manager stated they are implementing plane side checked bag to be picked up at plane side.

11e: Air Show – The group is working on fundraising. Hillestad will be contacting FBO's for fuel, hangar, etc.

11f: Ford Tri-Motor/EAA – Scheduled to be here June 27th through the 30th. Rides are for \$70. For the co-pilot seat its \$125. Wilson added that EAA is putting out a radio ad. Kaiser suggested Braun from Quest or Caven from Aberdeen Flying Service contact KSDN. Wilson stated the best person to do this would probably be EAA, if they can call in.

11g: Plants – Kaiser said thank you for the plants and the two additional planters at the door.

Broadhurst moved to adjourn, seconded by Gellhaus. The meeting adjourned at 12:26pm.