

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
July 2, 2013

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

MEMBERS ABSENT: Lon Gellhaus

OTHERS PRESENT: Mike Wilson, Rich Krokkel, Michael Schmit, John Aman, Kevin Braun, Kay Nguyen, Alan Johnson, Gary Dahlerup, Rhea Ketterling

Chairman Erickson introduced Alan Johnson liaison from the City Council.

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:33 am on Tuesday, July 2, 2013.

Item #2 – Re-organization of the Board – Kaiser moved to keep the same Chair and Vice Chair, seconded by Broadhurst. Motion carried. Erickson, Chair and Johnson, Vice Chair.

Item #3 - Approval of minutes from June 5, 2013 meeting – Broadhurst moved approval, seconded by Johnson. **MOTION CARRIED.**

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

Item #5 – Next meeting is scheduled for Thursday, August 8th at 11:30am. Wilson stated he has conflict in schedule and asked if we can move the meeting to Wednesday, August 7th. Broadhurst stated we set our day for Thursday and we are getting to change way too much. If someone can't be here, a representative can tell the Board what they need to know. He is not in-favor of changing the meeting every month or two. The rest of the Board had no problem with the date. August meeting is changed to Wednesday, August 7th at 11:30 am.

Old Business:

New Business:

Item #6 Bills – An updated bill list was distributed. Broadhurst moved approval of the bills for the month of June, seconded by Kaiser. Broadhurst asked why the cost of the emergency phone is so high every month. Wilson stated this is a circuit line not a phone line. It is a line that rings directly to the Airport Fire Station. Kaiser added this type of service is one that we have access to full time, 24/7. Wilson stated the ABC bill for \$631 we may try to recoup some of this cost from Western Fire. An alarm went off after we had the fire system serviced. We don't think that they had reset the system correctly. Broadhurst asked do we have proof that this was the cause. Wilson stated this happened the day after they tested the system. **MOTION CARRIED approving the bills.**

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

Item #8 AIP Proj. # 3-46-0001-32-2012 Terminal Renovations Project, JDH Construction:

8a: Recommendation to reduce retainage to \$10,000 – Broadhurst moved approval, seconded by Kaiser. Wilson stated the equipment screens are on hand. Broadhurst had asked last month why we were holding so much. Now, Wilson feels that \$10,000 is enough to hold for a \$385 work to be done which is for installation of the equipment screens. Broadhurst asked are all the work completed acceptable to Wilson, the architect and others that will have a say on this. Wilson stated they had completed all the punch list items except for cleaning the carpet in the back room or replacing it. Kaiser asked if the bag conveyer is working okay. Wilson thinks that it's working a lot better.

MOTION CARRIED reducing the retainage.

8b: Recommendation to pay payment application #10 in the amount of \$61,357.27 for work completed through June 25th – Broadhurst moved approval, seconded by Kaiser. Wilson stated the majority of this covers the retainage and the purchase of the equipment screens. **MOTION CARRIED.**

Item #9 Recommendation to approve Lease #76 J & J Properties – An updated page with the new square footage and cost was distributed. Broadhurst moved approval of Lease #76 to J & J Properties (John and Jyl Aman), seconded by Kaiser. Wilson stated he verified the square footage given to us by Aman. Wilson found that we did not charge for the 4'x4' stoop on the other hangars, so this amount was taken out of this lease. **MOTION CARRIED approving Lease #76.**

Item # 10 Receive and place on file 2012 PFC Audit –The PFC is audited annually even though we do not exceed \$500,000. The auditors look at this to make sure that our accounting practices are correct, we have proper oversight and that there is unlimited chance on defrauding the government. They think that we are doing a good job. Overall on the City audit everything went well including the Airport Improvement Program (AIP). Broadhurst asked why we have such high receivables. Wilson stated this is the amount left on the grant. Broadhurst asked how we get these receivables down. Wilson stated our total grant approved in 2007 was \$533,000. Every time we received PFC then this amount decreases. Broadhurst stated after the grant is finished somebody continues to collect money from passengers. Wilson stated not if the grant is gone. We have applied this year and approved for another grant which is \$542,000. Broadhurst asked how we came up with this amount. Wilson stated these were from our cost on projects that we had completed from 2005 through 2007 plus the PFC audit fees. Broadhurst asked if PFC is limited to certain things that we can use this money for. Wilson stated it is. It would be for any item that is eligible for Airport Improvement Project and has justification with it. This has to be approved by the ADO. Broadhurst moved receipt and to place on file 2012 PFC audit report, seconded by Kaiser. **MOTION CARRIED.**

Item #11 Airport Manager's Report

11a: FAA Letter of Correction (LOC) – Wilson stated this year's inspection is a little rough compared to last year. Last year we had 1 write-up. This year we have 5 items. The Cert Inspector still thought things well. Overall, she was happy with the inspection. She went on and inspected another airport and that airport received 9 LOC items. LOC items are items that we need to fix and have completion date attached to it. 2 of the items had already been completed as of the day she left. The largest item is going to require removal of paint and moving a hold line and repainting some signs on the airfield. Erickson asked why they not caught this last year. Wilson stated he contacted Muntean on this afterwards. Wilson knew this was wrong and did not feel that it was that important of an item. They submitted this in 2008 or 2009 and this is how it was approved. Now, they're really tightened up on modification standards. Johnson asked if we are moving the hold short line. Wilson stated we would. Johnson asked what about the ILS hold short, is this anything we would want to do at this point. Wilson stated we could. Erickson stated this inspector is new. It was not the same from previous year. Wilson added she was definitely thorough and is a good learning experience for us. Kaiser asked is there anything difficult that she found that we need to fix. As Wilson has stated the painting would be and the also the record keeping of the airport condition reporting. Our staff besides checking the airfield, they complete a daily self-inspection reports, field condition reports, and NOTAM's. A lot of bigger airports have people dedicated in a room answering phones from people on the field taking the conditions, issuing the NOTAMs and completing all the paperwork as needed. With our staff, it would be hard for the guys to get all these together while they are concentrating on plowing 2 or 3 o'clock in the morning. Erickson stated the Fire Station responded within 2 minutes. Wilson added the rule is 3 minutes. She also said the airfield looked great except for the paint marking that we have to do.

11b: Purchase of ARFF Fire Truck – We are index A for Fire. The way the AC is written for purchasing fire truck is based on the index. Since we are index A, the spec is written for a truck with 500 gallon tank. We currently have a 1,500 gallon tank in our trucks. Wilson had talked to our Cert Inspector on this. She wanted a letter submitted to her detailing where the fire hydrants are on the Airport, how far we may have to travel and what type of aircraft comes in. The information had been given to her and hopefully she will let us purchase a 1,500 gallon truck. 500 gallon does not go a very long way fighting fire. The crash at the old terminal, they went through both 1,500 gallon trucks for a single engine airplane and still had to refill each of the trucks.

11c: Wetland – Wilson stated he and Schmitt from Helms and Associates had been working on this. They had a conference call last week with Dave Anderson at the ADO and Al Fenedeck, Wildlife Specialist out of the FAA Regional Office. Because of the cost of moving all the wetlands off Airport and getting all the water off Airport, they want us to go back through and see if we actually have to take all the wetlands off Airport; something we have been dealing with since 2002, the first study. We are trying to get a Wildlife Biologist to come to take a look at the wetlands and see if there are some that are less dangerous than others that could remain on property with some modification so they are less attractive to wildlife. Johnson stated during the public meeting there were two farmers that approached Wilson regarding using drain tiles. Schmitt stated the problem is where we take it. Wilson added this is our issue right now; pipe and pumping to get the water to the river is looking at \$4.5m if they let us keep the water on the Airport for 8 days. Johnson stated what he is saying is using drain tiles in lieu of filling. Wilson stated we still have water leaving our property and we cannot increase the flow rates once it leaves our property. We would have to contain it somewhere and pipe it. Schmitt added our ultimate goal is to work with adjoining landowners, but we also need to know what we are pumping and the rate. We basically have to look at different alternatives and cost. Johnson asked at the beginning the Wildlife biologist is going to make a determination based on what sustains wildlife. Wilson stated this is a good question. They have been trying to contact one to see if he would take a look at it to see what can be done. Schmitt stated he got a hold of the biologist this morning. Once they have the alternatives locked down, we can get him on board. Basically, we want fresh set of eyes on these wetlands. Wilson stated it's too bad that this was not looked at before because now if we make major changes we may have to do an errata sheet to the EA. This is something we do not want to re-visit. They did say if we have to do something to the EA, they will do their best to review it within 30 days. Wilson added it would save a lot of money and work if they find different alternatives. Johnson asked if this project is separated into different grant budget. Wilson stated they are, for next year \$8m had been put in for the Wetland and Storm Water and then following this year would be the decoupling. This does not mean that this will not extend further. Wilson thinks that these projects are going to be multiple phases because of the discretionary funds that we are going to need. The Wetland might be in one phase depending what we can get the cost down to. Otherwise, this could be two phases then the decoupling could be two or three phases. This would be better for the City too, as we do not have to budget to hold as much. They said either way, we will be ready for a grant next fall. Our budget will still hold; we just hope to reduce the cost. Schmitt stated the Corps of Engineer had reviewed our 404 permit for filling the wetlands on site. Everything looks very good to them. The only thing is they need more information regarding the Storm Water portion of pumping it off site before they would act on the permit. Johnson asked if there is an adjustment to the whole project, will we have another public meeting. Wilson stated we had put the worst case in the EA. We are going to do better than this, so it's not going to go through the same approval process. We would want to update the public, let them know what we are looking at and have another meeting as far as the Storm Water and Drainage goes. As far as the wetland portion, we did the HGM on the Willow site. We have 55 acres on Airport and we came in at 47 for the replacement acres. We came in better because it's high quality wetland that we will be making at Willow. This number may go down even more if we only have to mitigate half the acres from here. This will also help with the cost of the project. Erickson asked how much of this of this is dry now. Wilson stated most of it is right now. Broadhurst asked who the Wildlife Biologist that we contacted. Schmitt contacted Tim Pugh who used to be with USDA Wildlife Services. Broadhurst stated it sounds to him like something should have been done earlier, did not get done earlier. Broadhurst was wondering about this as for years we had Antonides working as the Wildlife person. Wilson stated Antonides did the study on this originally. Broadhurst asked what was it that could have been done, should have been done and did not get done. Wilson stated it's not this. Antonides gave his recommendation. When FAA looked at the recommendation report on Wildlife, the FAA said we have to do it as it is a safety hazard. We will have another Wildlife Biologist look at this to see if he feels that it is a safety hazard or if there are other things that we can do. With this being listed as a safety concern in the past, it was put in the EA this way. Kaiser asked if the Hwy 12 project has any effect with our project. Wilson stated no, as we do not have any wetlands on this side of the property.

11d: Hwy 12 – We had some complaints on the entrances of both the GA and the Terminal. Wilson had mentioned this to their meeting last week and had asked Krokell a couple of time to talk to them. They had been good on bringing the millings in. Wilson's issues is still are the cones. Johnson and Broadhurst both agreed. Wilson added if the Board wants to come and voice their concern there is a meeting every week. Broadhurst stated they are certainly not listening to Wilson and they are certainly not going to him. Why can't we ask the legislature people to work on this? Wilson stated he can only tell them so many times. With the millings, there is an intentional bump to slow what they call a speed demon out here. At night this area is horribly lit and people are dropping off. This is not our project. We cannot do anything with their contractor. If someone has an accident, this will be on the State. They

have been good on controlling the traffic in the GA. The public meeting is at UPCI every Thursday at 10:00am. Braun from Quest suggested if they can put away their construction equipment where it would not block traffic. Wilson had Krokell bring Wilson's concern with the barricades too as if you are in a truck you cannot see around them. They said this is a standard DOT and cannot vary from it. Wilson stated he talked to AFS yesterday and will need to talk to Braun about closing the GA entrance and work something out. This project also had knock down our phones, the airlines internet and the Weather Service during a tornado warning/watch. The Weather Service manager went with Wilson to the meeting last week. They said they were not even in the subgrade when they took the linéout. It was inches below the concrete. Now this line is buried 6' deep. We should not have this issue again.

11e: Flight Diverted from Helena, MT – An EMB 175 was diverted with an onboard flight emergency the same day that we had phone line issues. Our jet bridge failed, but we were able to reset and used it. The gentleman looked okay when Wilson saw him. The Fire Department was happy with everything and thought that everything went well. We will probably train the FD on how to operate the jet bridge and possibly where to park the aircraft in case we have something like this happen after hours.

11f: AEP/ASP – These were reviewed last week. We will be doing a full exercise in June 2014. With the new AEP that was approved last year there was an Advisory Circular (AC) with it. They want the exercise to involve the type of aircraft that is coming into the airport and want them to be volunteers. We will have to simulate a CRJ and will need 50 volunteers. The hospitals are also interested on using this as part of their exercise. They would probably have victims transported to the hospitals and testing their emergency plan at the same time. BCEM (Brown Co. Emerg. Mgmt.) is possibly interested, but they would probably need money. BCEM did an Emergency Operations exercise this year and it took a week of doing full time paperwork to submit to the Federal government. If they are part of the exercise they may need to get a grant or come up with something for funding. Wilson stated he will have TSA involved in set up and planning of the exercise.

11g: New Hire – We will have one new hire that will be starting shortly.

11h: Ford Tri-Motor – This came in on Thursday the 27th. They did some rides this day and did the media flight. Friday, they were not able to fly because of the wind. Saturday they did 10 rides. Wilson went up in it. It was a really nice ride, smooth flight, a little on the loud side. It's an interesting airplane. Sunday, Johnson thought that they did 6 or 7 rides. Wilson stated they left at 5pm. It was a great experience. They did a great job promoting. They are in Bemidji now, then onto Brainerd and into Blaine. Johnson stated they were in Mitchell before Aberdeen. We had a good stay, Thursday through Sunday. Mitchell had 2 days. Wilson added they seemed happy on the flights that they were doing here. Councilman Johnson asked if they were filled to capacity. Wilson stated 9 seats were available and they will not fly unless they had 6 people. Erickson asked what year was the aircraft. It was stated that it's a 1929.

Item #12 Other Items:

12a: AED machine - Broadhurst asked if this machine is ever tested or does it need to be tested. Wilson stated we do a self-test monthly and it's been testing out okay. Broadhurst stated this machine had been around for a while. They probably don't last forever. Wilson stated he does not think the machine has a life time. He will check with the Fire Department on this.

12b: Mural – Broadhurst asked is there an update. Wilson stated there is none. The Arts Council will work with Wilson this fall.

12c: Hangar Request from Quest – Johnson asked is there still a request to build a hangar. Braun stated they are waiting for the 7460.

12d: Air Show, August 25th 10:00am to 4:00pm – Johnson attended the last Air Show meeting. He stated that the committee needs to raise a lot of money. Wilson stated the Air Show is \$15,000 short. They had discussed fundraising, but nothing had been done. There is a billboard that has the Airport advertised on it near Jamestown. The Chamber will continue to pay for this. The Airport has committed \$3,000 to the Air Show for marketing and we are spending \$500 for this for switching a billboard. All the Air Show waivers had been submitted. The 7460 also had been submitted. The Falcon 50 came back as an issue, but this will be parked closer to the building, if it is even

here the day of the show. There will be 4 performers. They each will perform twice. The airline will be coming in from 2:00pm to 3:00pm. There will be skydivers and model airplanes too. We will have a 500' show line. The airspace will be closed from 10:00am to 4:00pm. There will be some uniformed officers to help control the area. We will have airport staff cover the commercial area while they are on the ground as this is TSA's concern. Johnson asked what about fuel truck. Wilson stated we would have this over by the SREB.

12e: Ag Sprayer – Broadhurst asked if this is still a problem. Are they flying too low? Wilson stated the way he understand his job is that he cannot control what they do in the air. The FSDO seems to think that Wilson should be controlling the aircraft in the air. Wilson does not feel that this is something he can do. There had not been any complain specifically on them. There was an email sent by FSDO that they want all the airports around the State to issue a memorandum of understanding to their spray operators. Wilson had discussed this with the City Attorney. They both feel that it's not best to be telling the Ag pilots what to do in the air. Wilson had talked to the pilots and had let them know to make sure that they are not flying over populated areas with chemicals and that they are flying pattern altitude. Wilson does not want to tell them how they should be flying as they have rules that govern this.

12f: Weather Observation - Broadhurst asked for the status of the weather reporting program. Wilson stated this is pushed back in September. We had an employee leave as his wife got a job in Michigan, so they moved back. Another employee got his old job back somewhere else, he moved. Wilson is waiting until we have these two positions filled. Broadhurst asked if there are others in the outlying areas that are interested. Wilson stated Brookings might depend on when it will be. Watertown and Pierre staff are trained. Wilson will contact the ND airports next month.

Broadhurst moved to adjourn, seconded by Johnson. The meeting adjourned at 12:48pm.