

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
September 5 , 2013

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

MEMBERS ABSENT: Steve Kaiser

OTHERS PRESENT: Mike Wilson, Rich Krokkel, Lynn Lander, Terry Helms, Kevin Braun, Darrell Hillestad, Alan Johnson, Elisa Sand, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:31 am on Thursday, September 5, 2013.

Item #2 - Approval of minutes from August 7, 2013 meeting – Gellhaus moved, seconded by Broadhurst. **MOTION CARRIED.**

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

Item #4 – Next meeting is scheduled for Thursday, October 3rd at 11:30am.

Old Business:

New Business:

Item #5 Bills – The Board received an amended bill list. Johnson asked about getting a title for the Ranger. Wilson stated we are, but we are not licensing it as we are not using this outside the Airport. Gellhaus moved approval of the bills for the month of August, seconded by Johnson. Erickson asked about the canning jars. Wilson stated these were used to collect sample from one of the Ag Sprayers plane tank. Wilson saw them dumped water north of Harr Motors all the way up pass 3M and over. Wilson received a call after this incident. The owner requested we collect sample from their tank to prove that it was just water in case there are any questions. **MOTION CARRIED.**

Item #6 Financial Report – Johnson moved to accept the August financial report, seconded by Gellhaus. **MOTION CARRIED.**

Item #7: Recommendation to pay JDH Construction pay application #11, FINAL, in the amount of \$10,385.28 for AIP Proj. #3-46-0001-32-2012 Terminal Renovations – Gellhaus moved approval of the final payment, seconded by Johnson. Wilson stated the equipment screens are installed and they had to re-weld some items to make it work. This is the \$385.28, which was the final item we were waiting for. The remainder amount is the retainage. All the liens have been closed. **MOTION CARRIED approving final payment to JDH.**

Item 8: Recommendation to pay Helms and Associates invoice #8 in the amount of \$8,085.25 for AIP Proj. #3-46-0001-33-2013 Wetland Removal and Storm Water Improvement, 43.5% complete – Gellhaus moved approval, seconded by Broadhurst. Helms stated Tim Pugh was in town to do a wildlife assessment. We are anticipating a preliminary report by the end of this week. There is a conference at the ADO in Bismarck at the end of this month. Helms and Wilson will discuss the results with them at that time. The regional office will also have to sign off on this. Helms hope the result is positive so we can reduce the scope of the project. Wilson added what Pugh is looking at is detention time on Airport because the Advisory Circular says 48 hours. He will probably make a recommendation on if we can go beyond that time and what we would need to do if we can. He also evaluated all the wetlands here. His report will also say if all the wetlands will actually have to be removed or if there are other modifications we can make to try to save some money. Erickson asked when the conference is. Wilson stated the ADO conference is on the 24th and the 25th. Wilson, Helms, Krokkel and Schmit will be meeting with FAA the afternoon of the 23rd. Gellhaus stated with hopes of extending the time it takes to get the water off which is our primary concern. Helms stated yes and think we are in good shape. **MOTION CARRIED to pay invoice #8.**

Item #9 Bid recommendation for one 2014 Aircraft Rescue and Fire Fighting Vehicle in the amount of \$559,991, AIP Proj. #3-46-0001-33-2013 Purchase ARFF Vehicle – Erickson asked when the bids were open.

Wilson stated bids were opened on the 28th of August. Johnson asked if both bidders met specs. Wilson stated they did, but for AIP projects we have to take the low bid which was E-One. Johnson asked where they come from. Wilson stated Florida. Gellhaus asked if we have any past experience with them. Wilson stated yes. We currently have an E-One and an Oshkosh vehicle. Broadhurst stated why is a motion needed if no matter who it is the low bid goes to E-One. Wilson stated to recommend to the Council to purchase this vehicle. Johnson moved to accept Bid #2, E-one in the amount of \$559,991, seconded by Gellhaus. Wilson stated the specs were put out a few weeks ago. There is an Advisory Circular now that writes the specs for airports. We just filled in the information that pertained to our type of airport. As far as the index of airport, we would only be allowed a 500 gallon truck which does not go very far on fighting a fire. The FAA did allow us to get the 1,500 gallon truck that has 205 gallons of foam, has a dry chem system and seating for two in the cab. We currently have an E-One; they are a good product. Oshkosh is also a really good product. E-One did not give us any trade in value on our 1981 truck. We will surplus this in the future and see if we can sell it. Johnson asked was this the difference in Oshkosh's bids between Alternate #1 and #2. Wilson stated yes. The Alternate #2 was a bid with trade-in value. Oshkosh gave us a \$6,100 trade-in allowance on our 1981. Wilson thought that this was low as the truck is still in good shape. It has some issues. If they would have refurbished it, they could get good money on it. Johnson asked what the City would do on liquidation of such item. Put it on E-Bay. Wilson stated the City has not used E-Bay. Johnson agrees that it's a lot better than \$6,100. Wilson stated the truck will take about a year to get after we approve it. It would be late next year when we will look at how to get rid of the 1981. We also have to do a Buy American waiver. AIP requires 100% of the parts to be made in the USA. E-One had detailed every nuts and bolts in their spec book. E-One is 91% USA made. Oshkosh is 86%. Erickson asked if the Fire Chief was at the bid opening. Wilson stated yes and also their Lieutenant. They also helped Wilson on the spec to make sure that we are getting what they needed. The new truck does not come with new hand tools and they will have to grab the old ones. Wilson informed them that this will have to be their purchase if they want new. Erickson asked what our cost is. Wilson stated 5%. **MOTION CARRIED accepting the bid from E-One.**

Item #10 Airport Manager's Report

10a: Air Show – We had the two Air Show. The first one was Saturday where the 3 performers flew around for practice. This went really well. They practiced for about 2 hours. Sunday is when we had the actual Air Show. It was stressful, we went on. "Thank you" to those who had helped on this event. We had a lull in performances at the beginning because of an error on the show order. Other than this, everything went well. It was safe; no accidents, no one got injured. We were able to get enough fundraising to pay for everything. Erickson asked how much did we received in gate donation. Wilson stated \$513 and there were about 1,600 people that went through the main gate. We probably had about 2,000 people counting the volunteers and people that went through Hangar 9 gate. The parking lots in the area were pretty full also. Johnson asked about the highway entrance and exit. Wilson stated we had police officers out there, but not sure if they got there early enough. The parking lot, Krokell worked it for 2 ½ hours. People were just pulling in and blocking the drive lane. Some were rude to volunteers who were trying to move traffic along. Erickson suggested a better set-up/plan for an emergency situation. There was a newborn that had to be flown out. Wilson stated they made it there in plenty of time. CareFlight came in and headed toward the SRE building. Wilson called for someone to escort the ambulance in the SRE gate. The Air Show was done then, but there were a lot of congestion on the North end with aircraft trying to leave the Airport. Wilson stated next time we will bring them in the terminal gate. Wilson added there are things that we need to work on for next time. Erickson asked how many planes came in. Hillestad estimated 34 planes that flew in. We would have more but it was foggy. Johnson stated looking back it all about funds. Hillestad stated we had a lot of good sponsors. People were very willing to help out. We had a lot of good comments. Wilson stated with our advertisement, we just need to advertise the start of the Show and just say "until it's done" as people thought the Show was until 5PM. Erickson stated it was neat when the black hawk came in. Hillestad stated this worked out really good. Roeker did a good job on this. Gellhaus stated it was a good Show. Everybody enjoyed it, the heat was overwhelming. Hillestad added that Outka's plane drew a lot of attention at the Car Show also.

10b: Weather Training – Airport staff are doing weather training next week. This will allow us to end our contract with our weather observer. We currently pay him an hourly rate and \$100 per month. We have had close call where we can't get a hold of him. We haven't cancelled any flights because of this, but on a clear day like today the airline

cannot come in if they can't get a weather report. Wilson would hate to cancel a flight because we can't get a weather report that is why airport staff are taking this class. It would be intense. We would have to do 5 observations a month to keep current. We have all the equipment for this. It would definitely help to have 5 staff trained on this. Someone should always be available to come out and do a weather reading if needed. Broadhurst asked the money that usually pays on this contract, would this go to the individual who comes out and does the reading on a call-in or is it part of their job description. Wilson stated its part of our job. It would be whoever is on-call. If it is Wilson, he is salaried. The course will cost \$3,500. Within 2 ½ to 3 years this would be paid off and not have the stress to call Watertown for one of their staff to come out as we have had close call. Watertown and Pierre are the other two in the State that have observer on staff. Sioux Falls and Rapid has people in the control tower that are certified.

10c: Conferences – It's a busy month for conferences. Two weeks from now, Wilson has the Dakota Transit Association conference in Bismarck for 3 days. The following week is the ADO conference in Bismarck. The week after is the National Association of State Aviation Officials (NASAO). This conference is a nationwide association for all Aeronautics people which is being held in Sioux Falls this year. The week after this would be the SD Municipal League which will be in Aberdeen this year. This will be a 4 day event. In this, there will be an Airport Management Association conference. Wilson recommends the Board to attend if they can. Wilson will get information on this in October.

10d: Mural – Wilson is not going to wait and coordinate to put a big committee together for this. Wilson's plan is put out the proposals and for now just use the spot up above the hold room which is about 4'Wx40'L. The information that Wilson received from the Arts Council is on placement of murals, damage, maintenance and upkeep if we have a mural in a bad location. With this information, Wilson feels the spot in the hold room is a good spot to put the mural as it does not have direct sunlight and its up above. Wilson thinks a month is not enough to get a proposal together. He thinks a deadline in November would work best for those who would want to submit a proposal as they would have more time to look at the area and decide what they want to put out there. In our previous meetings, something historical is what we are after. Wilson is open to any suggestions from the Board. Erickson asked how we will advertise this. Wilson stated in the paper and to the people that had contacted him. We should just limit this in one spot for now. The other spots a lot of them have direct sunlight or are in places where they can be touched. We would have more cost on having to put some sort of covering over them. We also may have to come up with a committee to review the proposals; Stacy Braun from the Arts Councils and a couple of Board members. The Board can think about this and let Wilson know of suggestions.

10e: Entrance Sign - Wilson distributed a drawing of what the City is using for signage from the Way Finding Study that was done. Wilson had McQuillen come up with some designs on a new sign for up front. There were 3 designs presented to the Board. Wilson does not like the little sign underneath where it says "Passenger Terminal" which is patched in, it's not lit and it's hard to see. It would be nice to get this on the actual sign. We have marketing funds which we will use for this. Johnson stated he likes the one with the jet on top. Wilson stated this is the jet off our logo, CRJ which we currently have. Wilson would like to order this soon. It's seems that everyone likes the one with the CRJ on it.

Item #11 Other Items:

11a: Billing, Airline – There was a comment last month on joint space billing. This has always been this way in the past. Wilson thinks we can change this, but will have to talk to the City Attorney to make sure. Wilson thinks we can change and bill them ahead of time and not have the risk if they were to go bankrupt.

11b: Enplanement Data – A comparison of report was distributed through August. This year so far, we are up 6.4%. Johnson pointed out in 2010; the individual months were negative except for one. Wilson added the passenger count is all less than 2,000 even in 2009 there was only one month that was over 2,000. This year we only had two months that are under 2,000. We are definitely doing better the last couple of years. In 2005, we had 19,000 for the period which included both Delta and Great Lakes. October 2007 is when Great Lakes left Aberdeen. Braun from Quest asked if the Airport would have the number for those who use the General Aviation. Wilson stated we have no way of tracking this unless the FBO's do and we can compile the data. The airline provides us the information on passenger count. One of the items on the agenda for the SDML meeting is how to track operations at non-towered airport. The manager in Brookings airport will talk about this.

11c: Meeting in Sioux Falls – Last month Wilson attended a meeting presented by Senator Thune. There were airline representatives from Delta, American, United, Allegiant, US Airways and others. Wilson had a chance to talk to them and ask questions. Wilson asked about their load factor requirement to get a 3rd flight or look at a 3rd flight. They said it's not about load factor. It's based on average yield and it's difficult to figure out. No one gave an exact answer. Wilson also talked to a representative from Allegiant to try to get flights out of here quarterly. In an email response from the rep he talked to, it most likely not happen because they require a 150' wide runway. Wilson stated we may have to look at Sun Country. At this meeting, they also discussed providing minimum revenue guarantee as a way to increase number of flights. Wilson thinks this is the way to have a 3rd flight with us having EAS. There had been communities around that had done the minimum revenue guarantees; Columbia, Missouri is one just recently. They have Delta and American both with American being offered the minimum revenue guarantee. So far they have not touched this guarantee. In the future, if the Council wants to go this way this would be an option to look at. It would probably cost about \$500,000 for a revenue guarantee, which is pretty costly for the City. Wilson also talked to American which operates out of Sioux City on EAS contract. Our EAS contract expires in March 2014 and the DOT will be putting this out for bid.

11d: Grant Application – With the wetland project and the fire truck, we are doing the grant application. FAA had put this out to us extremely quickly so we are running this through the Council next week. To have the grant application approved and the City Manager sign. This grant is for \$929,051; \$836,146 Federal, \$46,452 Local and State. We are not spending our entire entitlement next year. We have **\$1,004,000** Federal dollars available and will rollover \$170,000 into next year. Helms stated the application has to be back in Bismarck by the end of fiscal year.

11e: Federal Reimbursable Agreement – This will be on next year's grant. We will probably spend the money early next year and get the reimbursement late of next year.

11f: Hangar (Stohr) – Johnson asked if Stohr is still building this fall. Wilson stated Stohr is still waiting on approval of his 7460.

11g: Parking lot cracks - Johnson asked if we are doing anything on parking lot cracks. Wilson stated we have a bid that we accepted for 3 tons of material which will be for the bad areas in the parking, crosswind runway and shoulders on the main runway. They will be here within the next month.

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