

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
February 6, 2014

MEMBERS PRESENT: Mike Erickson, Rolf Johnson, Steve Kaiser, Lon Gellhaus

MEMBERS ABSENT: Dr. Kennon Broadhurst

OTHERS PRESENT: Mike Wilson, Howard Swenson, Crystal Swenson, Reed Swenson, Gary Dahlerup, Rich Krokkel, Kevin Braun, Mike Schmit, Lynn Lander, Mike Wiese, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:31 am on Thursday, February 6th, 2014.

Item #2 - Approval of minutes from January 9th meeting – Kaiser moved approval, seconded by Johnson. **MOTION CARRIED.**

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

Item #4 – Next meeting scheduled for Thursday, March 6th at 11:30am.

Old Business:

New Business:

Item #5 Bills – Distributed amended bill list. Kaiser moved approval to pay the bills, seconded by Johnson. **MOTION CARRIED.**

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

Item 7: Helms and Associates:

7a: Recommendation to pay invoice #8 in the amount of \$4,361.35 for AIP Proj. #3-46-0001-32-2012 Airport Approach Survey, 85% complete – Moved payment by Gellhaus, seconded by Johnson. Schmit from Helms and Associates stated Quantum Spatial are now building the design data for the new runway in the format that the NGIS need. **MOTION CARRIED paying invoice #8.**

7b: Recommendation to pay invoice #11 in the amount of \$9,702.30 for AIP Proj. #3-46-0001-33-2013 Wetland Removal and Storm Water Improvement, 58% complete - Moved payment by Gellhaus, seconded by Kaiser. Wilson stated they met with some property owners near the Airport to discuss ways to get the water off the Airport out to the river. Helms had sent letters to landowners asking for permission to be on their property so they can start doing some surveying. They want to get out and look at some of the channels that we are looking at to see what the channels are currently capable of having. This will keep moving forward. The City Manager had been involved in those discussions and so has Krokkel. Wilson hopes that we can get something bid earlier this summer and get a little of the work done this year. Carol Swenson asked as landowners Helms was supposed to notify them about this whole process. The Swenson family that Carol is a part of was not informed (under Lucille Swenson, deceased). Schmit stated nothing had been finalized. We had met with some of the landowners earlier in the year that had actually approached us; but not all of them. We met with these owners and were actually receptive on trying to help the City on getting the water off the Airport in the manner that would save the City some money. The meeting on January 28th, they left this to a couple of landowners to get everybody to the table. They were contacting all the affected landowners. Carol Swenson stated good business sense is to not leave this up to the neighbors. Schmit stated this was at their discretion too; it was better that the notification comes them. Keep in mind that nothing had been set; there is no design. Any landowners that we will affect in this project, we will have to have a drainage easements established. Lander, City Manager stated the most important element that was not mention was when we were approached about possibly looking at drainage; we were also asked to look at improving the existing drainage. Wilson stated we are just in preliminary; this is just an option that we are looking at. It is not the option

that we will do. Lander offered the Swenson's the information from the January 28th meeting which the Swenson's agreed to go over with Schmit after this meeting. Johnson stated we will need to figure out who else we are missing. Schmit stated they are working on this and still waiting for call backs from other landowners. Gellhaus asked if the Swenson's are from out of town and would they have access to any public notice/information. Carol Swenson stated she's from town and her brother is from Bath. Wilson stated preliminary we looked at what the culvert have on one route down of tributary to see if there is need for improvement as this was some of the landowners had asked for. They feel that the culverts are currently restricting and that water is backing up on to their property. During the January 28th meeting, this was looked at; just the culverts and then had also determined that we would also need to look at the channels. Lander added based upon those culverts, Helms had done capacity calculations and even if the Airport does not put any flow within the existing culverts, these are not designed properly. The capacity is reduced as it goes further down the line. **MOTION CARRIED paying invoice #11.**

Item 8: Recommendation to approve SkyWest Airlines Lease agreement – Moved by Johnson, seconded by Kaiser. Wilson stated the rates and the square footage had been updated to reflect the current information. This is a two year agreement which reflects the EAS contract. The payment due date had also been updated to reflect that payment is made by the 5th of each. Erickson asked if SkyWest has a copy of this lease. Wilson stated they don't yet, but had informed them prior to bidding on the EAS that we will be changing our rates (an increase of about \$7,000) and that we would want our payment in advance. **MOTION CARRIED approving the new SkyWest lease agreement.**

Item 9: Recommendation to award Mural Project – Wilson stated we received 5 proposals for the project. The proposed murals were in displayed labeled A through E. Item A is from Vic Runnels (local artist) who submitted a 4'x5' and what we had asked is between 40' to 80' long. Item B-Nick and Nicole Fischer (local artists) proposed a 4'x48' long Masonite for \$10,000, item C-Augustina Droze (Buffalo, NY) proposed a 4'x80' long Canvas for \$9,300, item D-Fischer #2 4'x48' long Masonite for \$10,000 and item E - Jacob Bosmoe (local artist) proposed a 4'x40' long Masonite for \$10,080. What we were looking for is art form realism; history of the airport (buildings, people, aircraft), history of Aberdeen, historical figures from the area, historical structures in the area and culturally significant structures and people from the area. After tallying the votes; D had 6, B had 3 and C had 1. Wilson's recommendation is to award the project to D which is Nick and Nicole Fischer for \$10,000 with 6 to 8 weeks to complete the work. Kaiser asked about the funding. Wilson stated this will be taken out of the marketing budget. Erickson asked what size would the sections be. Wilson thinks that it would be 4x8 as the Fischer's did not detail this. Gellhaus asked is 48' enough to cover the space we would want to cover. Wilson stated this would go from the corner of the glass wall inside the holdroom up to the Delta sign. We may have to look at moving the Delta sign in the future. The 80' covers from baggage claim wall all the way to the far wall; it does cover a lot. Wilson added having the local artists says a lot and they are capable of it. Johnson stated we may need them to put an explanation below on who the people are. Wilson is not sure what their plan is on this as they have this on their sketch, but not on the painted one. Johnson asked Wiese if the sketch is historically correct. Wilson asked were the trolleys where in town. Comm. Wiese stated it is and the trolleys are well known image. Wilson stated we could ask the Fischer's for details of what the images are. We can then put it up on a board for people to read. Kaiser stated the only thing he does not like about D is that it has very little that is contemporary, like President Bush was here. One portion of the panel should be contemporary. Comm. Wiese stated the courthouse is still here. Lander stated he appreciates the comment about contemporary, but we do not want to be political. Kaiser stated it does not have to be a politician; just so we have something contemporary. Johnson stated history is always perpetual. Wilson suggested this could be something we can add later on. Erickson asked for any other comments. Gellhaus stated he would like to see some reference to pheasants. Comm. Wiese suggested taking a couple of elements out of B and incorporating this as this is Fischer's work too. Instead of the Grain Palace put the Capitol and then a couple of pheasants. Gellhaus agreed. Erickson asked what the long term care is. Wilson had chosen a shaded area and they will put varnish over to protect the surface. It would also be high enough that most people can't touch it. These were a few of the recommendations from the Arts Council on mural. Kaiser moved approval to award the mural project to Nick and Nicole Fischer, seconded by Johnson. **MOTION CARRIED with replacing the Grain Palace with the Capitol Theatre and adding pheasants.**

Item 10: Recommendation to approve Non-Federal Reimbursable Agreement with the DOT/FAA in the amount of \$271,658.75, Agreement #AJW-FN-CSA-C060-A – Johnson moved approval, seconded by Gellhaus. Wilson stated this agreement will eventually hit at least the \$440,000 as it does not include the construction amount.

We were looking at having the Thales Group (private company) do this, but since Wilson is leaving it was decided to run it through the FAA since Thales would need FAA oversight anyway. If we would have gone with a private company we would have to do an RFP for Professional Services. This is time sensitive and we need to get this in. We need to get this if we want our approaches and we want to have everything in place when we moved our runways. Otherwise all of our approaches will be gone when the runway moves. Johnson asked if this has pay increments.

Wilson stated we pay up front. FAA will draw down the account and will send us a statement of what had been spent

We will then turn around and apply for reimbursement. Johnson stated a couple of months ago he brought the topic of the middle marker being decommissioned. Are they all getting to get moved? Wilson stated the middle marker is just a shell of a building right now and what they will do is just remove this and not relocate anything there. We will only have an outer marker. Wilson added he had been going back and forth on the ASOS that is included in this.

Wilson feels that we do not have to move the ASOS, and should continue to fight this. We are leaving it in this agreement and they will look at it. They had sent an email yesterday saying if it is 250' of runway center line it will have to move because it is not fixed by function. If it is within 400' it will have to be frangible base. Wilson

measured this on google earth and its 403'. Schmit is well aware of this and will continue to fight this. It might need a new power meter, but this is pretty much what it will all need. The Weather Service agrees. They do not want to move the ASOS. This will be our cost since it is not a FAA equipment. Wilson thinks the timeline on the agreement is 18 to 24 months and around this timeframe we would see a Construction Agreement come through which should

be around \$170,000 plus inflation. Johnson asked who would normally get awarded the NAVAID's contract for the construction. Schmit stated more than likely a local electrical contractor. There are firms that they would subcontract out that are nationwide; Wisconsin, Michigan that specializes in ILS construction. Wilson stated we

don't know what NAVAID's they will remove or replace or relocated. This is what they will study. The localizer, Wilson thinks the FAA will grab one from Rapid City and place it here which we should not have cost on it. They also have some shelters sitting in a parking lot that they are planning to use here for the new shelters for the

NAVAID's. Johnson stated we should have progress NOTAMs when we go into construction. Wilson stated there will be plenty of NOTAMs. The biggest complaint during the Brookings project right now is that pilots can't come in because the ASOS is down. Private citizens are also complaining because they cannot get the information online.

This would be another argument for keeping the ASOS in place and not move it. This project will be reimbursed at 95% as the bills come in. Erickson asked which project this will come out of. Wilson stated AIP #34. The other problem is that we cannot close this project until we have the money drawn down. Most likely they will send a refund on the account as they have been saying that they will not spend it all. **MOTION CARRIED approving the**

Non-Federal Reimbursable Agreement #AJW-FN-CSA-C060-A.

Item #11 Airport Manager's report:

11a: Triennial Exercise – This will be on June 10th with the rain date of June 12th. Every 3 years we have to test the emergency response capabilities of all the agencies that would go to the airport and test our AEP. We already had two meetings on this. We will be using Homeland Security Exercise Evaluation Plan/Program (HSEEP) for this exercise. We will have a 50 passenger aircraft simulated with injuries. There will be controllers from the State at this exercise. Fire Department will reach out to the Watertown Fire Department. Airport, Wilson will reach out to the Pierre. Hospitals are using their own. Red Cross will also be a part of this with family assistance.

Kaiser stated the SD Lions Club is trying to establish an Emergency Preparedness vehicle that would be sent to any type of emergency. Wilson asked if they had talked to Emergency Management (EM). Kaiser stated he knows they had. Comm. Wiese asked if they have certain requirements for training. We have a well establish CERT (Community Emergency Response Team) which consists of public volunteers with specifics training. The more resources the better, but they have to be coordinated through EM.

Erickson stated in past experiences communication has always been the number one issue as someone would always be on the wrong frequency or wrong radio.

11b: Transition – Wilson stated he's been working with Krokkel more closely. He also had been working on the budget as this will come early June.

11c: Board Member – Kaiser stated he will be done in June. The Board should start thinking about the new person for his replacement. Johnson stated he and Erickson were talking about this before the meeting. There might be an interest from a prior Board member from 10 or 12 years ago. Johnson asked when Lander would want the information. Wilson stated if anyone is interested get an application into Lander. Lander stated if they contact him, he will be happy to go over the process. Lander added he keeps an active file of people volunteering for Boards. The

Airport Board is his recommendation.

Item #12 Other Items:

12a: Transportation Director Opening – In the selection process that HR and Lander would be going through for Wilson's replacement, would there be any involvement from this Board, Johnson asked. Lander stated he had asked Erickson to serve on this process. Erickson stated he has not informed the Board of this yet, but Lander did contact him and asked him to sit in. If the Board has pertinent questions for the candidate, Erickson asked to give this to him.

12b: Media – Great Lakes, Pilot shortages, cancelled flights - Comm. Wiese asked what Wilson's thoughts are. Wilson stated this has not impacted us yet, but it probably will. Great Lakes went from 304 pilots to 98. Whenever someone leaves and builds hours and moves up to a larger air carrier they can't find anyone to replace them. There will be gaps and at some point pilots from SkyWest that is building hours to get into one of the legacy carriers, they will end up having a shortage too. The requirements have always been 1,500 hours for Captain. The co-pilots were at 250 hours, but this was bumped up to 1,500 hours. Wilson thinks this came about because there was an accident; the co-pilot had too few hours and the pilot lied about his hours too. Congress at some point will have to take a look at this and maybe drop this hour requirement and put something more realistic in. 1,500 hours is difficult for anyone to get. Lander stated he had talked to the City Manager in Pierre who had been to Washington several times trying to work out modifications. Not only that Pierre is having interrupted flights, but Devils Lakes and Jamestown lost their carrier because of this requirement. Wilson stated Jamestown will be getting SkyWest in June as United going to Delta. The DOT gave SkyWest \$1M as a subsidy for Aberdeen. Between Devils Lakes and Jamestown, they will be getting \$6.3m or \$6.4M. This will really be hurting the EAS program and hurting communities like Aberdeen too. There is only \$2M in this program. Although, this is a mandated program, if they ran over they have to find the money elsewhere. When budget time comes, they will get a lot of scrutiny again.

12c: Farewell to Mike Wilson – Erickson stated everyone is welcome to stay and have cake and coffee with Wilson. It had been a pleasure working with Wilson and made Erickson's job really easy. Everybody else agrees with this. Wilson will be greatly missed. Erickson hopes we find someone with the same caliber and added jokingly maybe even better. It will be tough. He had gone through this process a few times since he's been with the Board. Wilson stated he had enjoyed working here. He's had great co-workers. The Board had been great to work with. Helms and the airport tenants had been great to work with. Comm. Wiese stated Wilson had been a big asset to the operation of this airport, but also to the State of South Dakota Aviation in the region. Comm. Wiese appreciates Wilson's contribution and hard work. Erickson added military also. Gellhaus stated it had been a pleasure working with Wilson and good luck.

Meeting adjourned at 12:31pm.

For the record, Schmit met with the Swenson's right after this meeting.