

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
January 9, 2014

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

MEMBERS ABSENT:

OTHERS PRESENT: Mike Wilson, Rich Krokkel, Michael Schmit, *Gary Christiansen, Leslie High, Alan Johnson, Jeff Catron, Gary Dahlerup, Elisa Sand, Rhea Ketterling*

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:32 am on Thursday, January 9th, 2014.

Item #2 - Approval of minutes from December 5, 2013 meeting – Kaiser moved approval, seconded by Johnson. **MOTION CARRIED with correction.**

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

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

Old Business:

New Business:

Item #5 Bills – Amended bill list is distributed. Gellhaus moved approval to pay the bills, seconded by Broadhurst. With a lot of light snow dusting, Johnson stated we are getting a lot of maintenance on the broom. Wilson stated we will have more bills on the broom next month. The broom and the plow are getting a lot of use with this type of snow. We have had hydraulic breakdown with the broom. Krokkel added there will be bills for more cutting edges and another set of broom next month. Wilson stated he and Krokkel had talked about having our senior person go through the equipment with the new operators. Broadhurst asked about the paper contract with Cole. It was reported that we could not get a discount (break) since the other City Departments did not need paper at this time. Broadhurst stated it has been proven that we do not have to get our paper from Cole. **MOTION CARRIED approving the bills.**

Item #6 Financial Report – Broadhurst moved to accept the financial report, seconded by Kaiser. **MOTION CARRIED.**

Item 7: Helms and Associates:

7a: Recommendation to pay Helms and Associates Invoice #7 in the amount of \$872.33 for AIP Proj. #3-46-0001-32-2012 Airport Approach Survey, 80 % complete – Moved by Gellhaus, seconded by Broadhurst. Schmit, Helms and Associates stated they are still working on the design data issue between AeroMetric (now Quantum Spatial) and NGIS. Quantum Spatial is somewhat struggling to get some answers from NGIS. Schmit requested from Quantum Spatial for their contact person for NGIS, so Schmit can make a call to see if he can help speed things up. We want to make sure this is in line, well before in time we need it. Wilson added the airport's GIS is not the friendliest yet for anybody to work with. **MOTION CARRIED paying invoice #7.**

7b: Recommendation to pay invoice #10 in the amount of \$6,468.20 for AIP Proj. #3-46-0001-33-2013 Wetland Removal and Storm Water Improvement, 55% complete - Moved by Broadhurst seconded by Gellhaus. Schmit stated they have been making daily phone calls to Dave Anderson, BIS ADO as to where our Letter is. We understand it's not our ADO, but it's Chicago. Wilson added we found out 10 days ago that the person in Chicago wants his letter reviewed by a Wildlife Biologist, who is on vacation until the 15th. Schmit stated we should have had the Letter before Thanksgiving. Gellhaus stated they had tentatively approved this, but we just do not have the final Letter. Wilson stated an email had been sent to him with a copy of the Letter that they will be approving. They are afraid of litigation issues later on, so they want their Legal and Wildlife Specialist to review before they stamp it. Kaiser asked what the legal issues are. There aren't any. It's not our ADO; it's the region that we are having issues with. Gellhaus asked is this holding up the project to some extent. Wilson stated yes. We do not want to contact the

landowners and sit down at a meeting and say that this is the amount of water we are planning to run through until we actually have the Letter from the FAA stating this. At this point it does not matter as we have enough time to do the design, hopefully. The longer it goes, could impact us. Erickson asked what the submitted bill is for. Schmit stated it's for drafting. All the survey had been done except for outside of the airport property which needs approval from the landowners. **MOTION CARRIED paying invoice #10.**

Item #8 Airport Manager's report:

8a: iPads – Computer services purchased 2 iPads for us, so we will have an AT&T bill for the data plan each month. These are going to be used on the field in our operations vehicles. Links to the eNOTAM systems, Pilotweb, and weather have been installed. This should help a lot for not having NOTAM's out and left open overnight. We also reached out to a company called App139 which would allow us to do our daily self-inspections on the iPad. February 1st is when we start our 2 month trial. App139 is working on inputting our self-inspection sheet into their program which uses Bing maps. This program will help us keep track and put together a report if we have repeated issues on the field with lights or spalling in certain areas. It also creates work orders which are sent through email. The company is trying to get NOTAM access with it, so if we say "the condition is" it will actually generate a NOTAM. This program is not there yet. It does not have all the abilities that Wilson would want on it, but it's worth the 2 month trial run to see if this will help us with paperwork. The actual software cost is \$6,000 a year, if we decide to go get it. Broadhurst asked how much is the AT&T data plan. The government rate is \$26 each per month. Johnson asked if the iPads are mounted on vehicles. They are in ballistic hard cases and we only have internet access; for the NOTAM system and the weather. All of the other programs had been locked out. They will bring these in the building at night to charge. We are trying this program to help us streamline our process; not waste so much time and allow our staff to do actual snow removal instead of running in and out to get NOTAMs issued and delivering reports to the airline.

8b: Snow Removal – They are doing a pretty good job and trying the best they can. If anyone sees any issues, let us know. With the FBO's, we try to talk to them afterward to make sure that things are cleared up and areas needed are taken care of. We had someone contact one of our staff on Saturday and called him in for overtime to clean a parking lot after we got a 1 ½ inches of snow. This will not happen again. We clear the buildings and we do not get closer than 5' as we do not want to damage the hangars. If there are issues, try to bring these to us during the week. We also run limited crews on holidays. If there are people in the hangar area who need in, let us know so we can help clean out while we are here. There was an issue in the hangar area during a holiday; someone attempted to move a plane. We did not have the area cleared as we were waiting for the following day and not sure if they damaged the plane or not. Catron, a local pilot stated so far the guys had done a good job this year. Dahlerup another pilot added he can say the same. He can be out in California and not be worried about getting home. He could not say this in the years past; there was just no confidence then. Krokkel said thank you and will share this with his crew.

8c: Reimbursable Agreement – FAA informed us yesterday that we could possibly use Thales services if we do a RFP for Professional Services and allow others to submit. There will still be an oversight FAA on this. Wilson needs to talk to the City Manager and figure out what would be the best approach and how the City would want to do this. Wilson thinks there would be a lot of benefits with Thales, but there is still a lot of unknown. Wilson would like to work with a private group where we can get all the cost up front and not have any surprises.

8c: EAS – DOT approved Sky West yesterday for 2 years as long as the funding stays in place. Wilson's concern on EAS right not is that Great Lakes is not providing the best service to places because of pilot shortages. They submitted proposals for Jamestown and Devils Lake for \$6.4M per year (between the 2 communities). There is only \$200M in this program. If there are communities that Great Lakes can't serve and if Sky West goes into these same communities at outrageous prices, the program could see some scrutiny and we could have some issues.

8d: Enplanements – Report was distributed to the Board. Wilson stated the information includes the non-revenue enplanements. Actual revenue enplanements are about 60 to 70 enplanements less per month from what is on the report. The non-revenue number is included everywhere, so the increase is relative. It's nice that we show a 4.6% increase in 2013 over 2012. We really had a good December which was our highest passenger count for the year. Third highest percent increase for the year. 89.5 % load factor for December. Our load factor is a lot higher now compared to 2011. Overall in 2013, our load factor is 73%. Wilson was surprised that no one bid without subsidy. Johnson asked if bidders get to see this information. Wilson stated the information is included in the bid packet. It

shows that we are increasing and at 25,000 enplanements.

8d: Wilson's Resignation - Wilson turned in his resignation yesterday to the City. He will be going to Waterloo, Iowa starting February 18th. His last day in Aberdeen is February 7th. The area covered by Waterloo is Cedar Falls, Evansdale and Waterloo. Cedar Rapids is over an hour away. Johnson stated Wilson has his work cut out for him. Wilson stated they are similar to Aberdeen. They used to run about 100,000 enplanements; 5 or 6 years ago had about 70,000 and are now down to 18,000. Johnson stated this is a good size airport for what they had accomplished. Wilson agreed. There are 3 runways and are 150' wide, longest runway is 8,400'. The airport is self-sufficient. The airport has an Industrial Park also. Wilson added it was tough turning in his resignation. He's loved it here. He's had great co-workers; great staff and everyone had been great. Dahlerup and Catron stated that Wilson will be missed. Johnson asked what the process is that the Mayor or the City Manager goes through on hiring Wilson's replacement. Wilson stated they will most likely advertise on AAAE's website. Johnson asked what about the selection process. It had changed a couple of times since Johnson has been on the Board in replacing Airport Managers how downtown handles things. This Board was not consulted at all. They don't get any information during the process. Johnson asked for the City to keep the Board apprised in this process because the Board are the ones that get the call in the Airport Manager's absence. Wilson would guess they will do similar to last time, which was the City Manager and the HR Director. He is not sure if they would pull any other Department Head in for the interview. He can let them know that the Board would like to be informed and consulted on what is going. Erickson stated they used to be included in the interview process to help narrow down to the perspective candidates. Johnson stated it seems a little out of sorts when you are going through it because the questions come in and this Board has no answer for people. Broadhurst stated consider that their position is just an Advisory Board. Johnson stated this is understandable, but he does not have to be necessarily the person making the selection or breach any confidentiality with HR. They went all the way through the process on selecting Wilson until the very end before the date that Wilson is moving. The Board knew nothing, literally nothing at all. There were no conversations; no one came to the meeting. Johnson stated he was not happy. Wilson stated they probably keep it confidential for the candidates. This is probably part of why they don't announce it at the Board meeting because it will hit the paper and it becomes public information. Krokell will be learning both departments and will be the interim director when Wilson leaves. Gellhaus stated they will miss Wilson and it's been nice working with him

Item #9 Other Items:

9a: Sidewalk/area's where passengers walk – Broadhurst asked if we have had problems with passengers and ice out front on the sidewalk, street or road. Wilson stated some days, just depends on what the conditions are. When it was -30, we did. The salt was not doing anything out there. Broadhurst asked would gravel help any. Wilson stated we do put sand down. We don't usually sand the front as this tracks into the building and into the aircraft. Krokell added we try to scrape this down to bare concrete when we can.

9b: Snow Removal Budget – Erickson asked how the budget for snow removal came out. Wilson stated we don't have a separate budget for snow removal. Overall, our budget was within a couple of thousand on the total budget.

Johnson moved to adjourn, seconded by Gellhaus. Meeting adjourned at 12:05pm.