

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
July 10, 2014

MEMBERS PRESENT: Mike Erickson, Rolf Johnson, Carl Perry, Tom Black

MEMBERS ABSENT: Lon Gellhaus

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Michael Schmit, Alan Johnson, Lynn Lander, Elisa Sand, 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, July 10, 2014.

Item #2 – Re-organization of the Board – Johnson moved for Erickson to continue as Chairman, seconded by Black. Motion carried. Perry moved for Johnson as Vice Chair, seconded by Black. Motion carried.

Item #3 Approval of minutes from the June 5th, 2014 meeting – Moved by Perry, seconded by Johnson. Motion carried.

Item #4 - Adoption of the agenda – Moved by Johnson, seconded by Black. Motion carried.

Item #5 - Next meeting scheduled for Thursday, August 7th at 11:30am.

Old Business:

New Business:

Item #6 Bills – Distributed updated bill list. Johnson moved approval to pay the bills, seconded by Perry. AAAE memberships are for Roggatz, Krokkel and two other full time employees. This will provide avenues for staff training which will be cheaper for members of AAAE. As for the wildlife training, we are doing “train the trainer” set-up, where we send one employee for training to Sioux Falls and the other in Bismarck. They will then train the others of what they learned. Displacement pump was for the paint machine which we had problems. The signs from WestCoasts are to replace signs and panels on the airfield. **MOTION CARRIED to pay the bills for the month.**

Item #7 Financial Report – Johnson moved to accept the financial report, seconded by Black. Johnson stated the Ramada bill is getting old. Roggatz stated there had been management change and a check should be coming soon. Black asked about advertising opportunity. Roggatz stated there is one board available and no one had shown interest on that. We just recently had a panel put up from Farm and Rescue group (which is non-profit) which has our logo and Delta on it. Perry asked how often the posters/banners are updated. It was reported that the Chamber takes care of this. Black asked Roggatz to talk to the Chamber about updating some of the banners. **MOTION CARRIED accepting the June financial.**

Item 8: Recommendation to pay Helms and Associates invoice #16 in the amount of \$11,319.35 for AIP Proj. #3-46-0001-33-2013 Wetland Removal and Storm Water Improvement, 89% complete - Moved by Black, seconded by Johnson. Roggatz stated the project is 89% complete. Roggatz had talked to Schmit before the meeting on contacting the FAA regarding funding. FAA is pushing to move forward with this project. We are hoping to have a bid packet out by the end of August. We just need to figure out the timeline and the funding mechanism for phase 1 and phase 2. Schmit added it still could be two funding packages this year just at later times. With it being this late, it will be tough to get a lot done this year, but we will still get things done as much as we can. Anticipated completion is next summer. Would this take us to the entire summer construction season, Roggatz asked. Schmit stated this can be discussed at a later time. A lot of phase 1 work is outside the airport; which are the lift station and force main. Roggatz added mostly the work that we will be doing on site should not affect both runways at the same time. This should not impact the airlines and other operations at the Airport. Schmit stated we should not have any instances that we would have the entire airfield shutdown. **MOTION CARRIED paying invoice #16.**

Item #9 Recommendation to approve Lease #77, Ryan Gengerke Ag Sprayer – Moved by Johnson, seconded by Black. Johnson asked for the location. Roggatz stated Gengerke has a temporary operation at the new Ag taxilane. Gengerke is getting his fuel from Quest Aviation which our staff escorts twice a week to deliver fuel. There are 4 spots in this new taxilane and 3 are taken. Roggatz also met with the two current operators. Their next step is to discuss the deadline for the move into the new area. Roggatz is fine with the two operators waiting until next year and having this in writing as he understands they are busy during harvest season. Both

operators had chosen a spot they want to be in. Gengerke has also been informed that at the beginning of next year, he too will need to figure out when he can have his hangar up. Johnson asked if the sale of Performance Ag affects Performance Aerial. Roggatz had discussed this with Rongen, Performance Aerial who had informed him that the aerial part is separate from the chemical and other line of business. As for Gengerke, he is a local guy who has an operation up in North Dakota and is excited to get back to Aberdeen and set up here as well. Comm. Wiese stated Brown County Commission gets one or two requests on an annual basis for the County to allow aerial applicators to get a blanket permission to land on Brown County roads. The County always denies this kind of request. Johnson reminded Roggatz that there is an obligation that the Board made several years ago to one of the operator because of placement, and then we changed it in about a year and a half time. Lander, City Manager stated he has detailed memorandum on this. Roggatz added he also reviewed some of the paperwork of what Lander and Wilson was working on. Black asked about utility service in this area. Roggatz will have to check. Schmit thought that for the limited amount of water they will use, the operators would probably just put a holding tank and get it pump out. As for the bathrooms, each operator would have to have one per the Airport Minimum Standards.

MOTION CARRIED approving Lease #77

Item #10 Airport Manager's report:

10a: Schedule adjustment, potential 3rd flight, potential impact during construction – Roggatz contacted his Delta contact person regarding these items who will contact their networking and flight operations department. **FIDS monitor** – Roggatz is still working with Delta and City IT to intergrade the FIDS information into the City's website.

10b: Cost Comparison Calculator – Roggatz is looking at adding this tool in the City website. From the study that had been done before, Sioux Falls and Fargo are our biggest leakage. These would be the two that we will use for comparison. Black suggested when this is up and running to share with other sites that are more frequently visited like the Chamber. Lander added there are 5 Aberdeen organizations (ADC, CVB, ADA, Absolutely Aberdeen, and Downtown Association) that this would be easy to share with. Perry suggested to show the cost of traveling to Sioux Falls and Fargo and be cautious of what other information is shared.

10c: Enplanement – Our numbers for May is up 7.15%, June down 2%. Overall, 1st quarter from 2013 to 2014 we are up .5%.

10d: Triennial Exercise – The exercise was completed on June 10th. It was very successful and there were no injuries in the making of the exercise. All parties involved came out with lessons learned. Management from the different entities involved will meet on July 15th for discussions. There were about 200 participants. Over 120 were on the field between the volunteers, evaluators, and other emergency players. The others were between Sanford and Avera hospital; organizing treatment of those who were transported.

10e: FAA Annual Inspection – This was completed on June 5th. The good news is the Airport training records had no discrepancies for the entire year. There were Safety Recommendations which are not an official write-up. These are ideas that our inspector see that we can improve on like adjusting our taxiway naming. We brought this to her in line with an engineer brief that the FAA put out, so it organizes the field better and to try to avoid confusion for transient. As it was presented in the bills, sign panels are very expensive. We avoided write-ups on sign panels as we had developed a step program on replacing what is critical first and so forth. If we decide to change taxiway names around to improve, we might try to include this cost in the project. With this we would update the airfield diagram as taxiway E, F, and G are not delineated on the field. Our inspector is working with us on this. Another recommendation was better interaction and review of ARFF training. Roggatz is working with the Lieutenant in charge of ARFF training. They will be having quarterly meetings to review records. On txy C1, there were some repairs done on this a while back and it starting to create a few pop outs as far as FOD is concern. This too is being discussed on including cost in one of the projects. On the LOC (Letter of Correction), our NOTAM and Inspection documentation needs improvement. We already started a new process on tracking this. Johnson asked if an FBO can issue a NOTAM. Roggatz stated only authorized airport staff which we file with FSS. The FBO's also received write-ups. They were utilizing improper forms for fire training. The Fire Marshall was called to do refreshers training and the correct form had been utilized. The FBO's also received write-ups on trucks, placards, and fire extinguishers. Everything our inspector found, the Airport had documented during our quarterly inspections. Roggatz would like to thank the FBO's on putting a lot of time and effort on correcting their training and documentation issues. Another item that we avoided write-up on is painting, as we also put together a step program like we did with the sign panels. We are painting the critical areas this year. Krokkel stated they had the taxilane lines completed and working on the enhanced lines which is more labor extensive. They also had all the surface hold positions painted before the inspector came. Roggatz added our inspector commented on how nice the airfield looks; clarity of signs and lights not blocked by tall grass and the painting is looking good.

10f: NOTAM system – Erickson asked how the IPAD is working on issuing NOTAM. Roggatz stated we are on ENII system which is the Electronic NOTAM system. Roggatz will work with Krokkel to move us to the new system called Direct Digital NOTAM system which will provide more clarity and continually consistent NOTAM to users. Johnson asked who issue NOTAM's for cranes that work in town and what is the perimeter. Krokkel stated B&B will email us the information if there is a crane order. The perimeter goes with the Airport Layout Plan which is calculated based on ends of a runway; 100 to 1. Roggatz added depending on the approach to the runway, this is what is flexible in the numbers.

10g: Training – We have 4 staff who attended an ICS (Incident Command System) training which is issued by FEMA. These four also went through three online ICS courses. A couple of weeks ago, they attended an 8 hours session on a Friday and a 4 hours session on a Saturday for an advance ICS class (ICS300) instructed based. Getting feedback from staff, this was a beneficial investment on our part.

Driver's Training - 8 of the 12 ARFF fire fighters completed their training. The rest are training next week. Our engineering firm staff are scheduled for training late this month.

Fire Extinguisher, NFPA training – This was completed by all FBO's personnel as part of the LOC.

Wildlife training – Half of our staff completed their training. The rest will be trained this month.

Roggatz and Krokkel had done a couple of webinars in the last five weeks. One was put on by FAA and the other was AAAE regarding Airfield Safety in conjunction with construction. Krokkel will also be attending a training in Oregon which is called Advanced ASOS. Krokkel stated the ASOS course focuses on airfield safety (like maintenance of signs and markings).

Comm. Wiese suggested having Board members do some NIMS (National Incident Management System) training which the Emergency Management office can help with. As an elected official, in order for them to actively participate in making decisions they have to have certain levels of NIMS certification or they are not authorized. Roggatz stated online course for ICS100 and ICS200 is what he recommends for any Board members or any Council members who would be interested as this will help them as far as the communication process. Wiese suggested Roggatz to contact Meints (BCE Manager) and put something together of an overview of access. Perry stated as a Board it will improve their communications when we have another exercise like we just had. It was a great process, but it would have been nice to know more.

Johnson moved to adjourn, seconded by Perry. Meeting adjourned at 12:45pm.