

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
September 4, 2014

MEMBERS PRESENT: Mike Erickson, Rolf Johnson, Tom Black

MEMBERS ABSENT: Lon Gellhaus, Carl Perry

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Mike Schmit, Alan Johnson, Elisa Sand, Dean Knie, Deb Fredrickson, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:32 am on Thursday, September 4, 2014.

Item #2 Approval of minutes from the August 7th, 2014 meeting – Moved by Johnson, seconded by Black. **MOTION CARRIED.**

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

Item #4 - Next meeting scheduled for Thursday, October 2nd at 11:30am.

Old Business: None

New Business:

Item #5 Bills – Distributed updated bill list. Moved by Johnson, seconded by Black. **MOTION CARRIED approving the bills for the month.**

Item #6 Financial Report – Moved by Black, seconded by Johnson. **MOTION CARRIED.**

Item 7: Recommendation to tentatively award AIP Project #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements (Phase 1) to B&B Contracting in the amount of \$4,597,430.88 low bid - Moved by Black, seconded by Johnson. Four bids were received for this project: B&B Contracting of Aberdeen, H&W Contracting of Sioux Falls, Dahme Construction of Aberdeen and Quam Construction of Wilmar, MN. The highest bid was Quam with \$5,536,782.50. Schmit from Helms had reviewed all the bid documents and checked that B&B is not included in the exclusion listing of Federal contracts. A “good faith effort” from B&B Contracting for their DBE requirements was also received. The DBE (Disadvantage Business Enterprise) goal for this project is 6%. B&B’s anticipated participation is 2.2%. Roggatz stated the Brown County Right of Way occupancy was approved last night without contingencies. A working agreement was also developed to work together in condition of flooding emergencies as far as best utilization of our high flow pump. Roadways will be used as the measuring tool for flooding. In the event we would have flooding like in 1996, officials from the City, County, State and Federal will all be involved. Back in 2007 which is the most recent scenario, we did not have any endangerment to our movement areas and airport operations were not impacted at all. Roggatz said thanks to all who worked in getting the Right of Way approved. The project is anticipated to start this fall which will start by the Water Treatment Plant and work this way. The Board’s concerns on shutting down runways had been conveyed to the contractor. The grant for this project is expected next Tuesday. A portion of 2015 entitlement will go into this project; which will not be available until next year. There are also some discretionary money from the 2013 and 2014 entitlements. As far as Phase 2, Roggatz and Schmit will be talking with the FAA next week. **MOTION CARRIED to tentatively award AIP Project #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements (Phase 1) to B&B Contracting in the amount of \$4,597,430.88.**

Item #8 Recommendation to transfer Lease #20 from Broadhurst to Knie– Moved by Black, seconded by Johnson. Roggatz will update as we did with the last lease renewal, to put the current terms. **MOTION CARRIED.**

Item #9 Airport Manager’s report (Roggatz):

9a: Furniture – looking at updating the conference room furniture and a desk for Krokkel. These are budgeted items for this year. Black thought the current furniture is just fine, but if there is other purpose for it then he is fine with it. Roggatz will transfer the furniture to Ride Line for their use.

9b: ARFF Truck – the first week in October is when we will be getting the new ARFF truck. There will be training for the ARFF staff and our maintenance personnel.

9c: Delta – we are waiting on a quotes from an IT contractor on installation of a cost comparison calculator. Black asked about flight schedule. Roggatz is working with the Delta's scheduling department along with their revenue department. Hunting season tentative schedule is 4 days a week with 3 flights.

9d: Enplanement – the August 2014 enplanement are down from August 2013. Our year to date is up 3.2% 2013 versus 2014. Locally, we lost our Station Manager. Fredrickson is filling in as an interim. Next week, there will be an interim from Alaska until they hired someone permanently.

9e: Training – Roggatz completed a webinar training on Airport Security Training. We are now in the process updating our ASP (Airport Security Plan) with DHS/TSA to bring this up to current standards. Krokkel went to Oregon for Advanced Airport Security and Operations Specialist (ASOS) and Airfield Maintenance. Advanced ASOS dealt with case studies of what occurs at airport like incursions and wrong markings. The airfield maintenance dealt with new techniques and updates on methods of maintaining the airfield. Training will also be done this Friday by the vendor who we purchase de-icing fluid from. They discuss best management practice of their product.

9f: Maintenance Report (Krokkel):

Repairs is in progress:

- Oshkosh multifunction snow blower unit
- Our go-to-truck, equip. #4
- Structural cracks on the other two trucks
- Tire replacement on equip. #4
- Rescue 6 pump rebuild by M&T equipment

Purchases

- Restocking de-icing fluid; cap at 4,400 gallon
- 40 ton of sand, certified sieve of grade 8

VFD – is now completed. Cost came in \$600 less than anticipated.

Crack Sealing - \$15,000 is budgeted for 17/35 and taxiway C. ProSeal from Mitchell was contacted. They can provide the same price like they did last year (roughly 3ton for \$13,000 to \$14,000). Krokkel added he will send bids out to local businesses, but historically ProSeal had the lower price. Black asked to keep the local bids going.

9g: Airline De-icing truck – Fredrickson stated their truck is ready to go. The one they are using is in the shed. They have another truck as the back-up and also a tower.

9h: Construction – we are waiting receipt of the official 404 permit from the Corps of Engineers. The total construction cost for Phase 1 is estimated at \$5.1M.

Item #10: Other:

10a: Ag Sprayer locations – Johnson asked if the Ag sprayers are going to make some changes this fall. Roggatz received a signed letter from one of the two aerial applicators that are not on the Ag taxilane. By October 31st this year, they will have the equipment off the field. They also have a date to fulfill next spring year as to when they should have their concrete pad put down. We also need to take a look at the hangar facility moved over to the Ag taxilane. As for utilities, each operator would probably want their own.

10b: Advertising – Possible use of Pro Ag tanks as billboard. Roggatz thinks it's a good idea, but he is also looking at the entrance sign adding an electronic sign which will give the capability of changing messages.

Black moved to adjourn, seconded by Johnson. Meeting adjourned at 12:35pm.