

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
October 2, 2014

MEMBERS PRESENT: Rolf Johnson, Carl Perry, Tom Black

MEMBERS ABSENT: Mike Erickson, Lon Gellhaus

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Terry Helms, Michael Schmit, Deb Fredrickson, Lynn Lander, Wendy Kolkin

Vice Chair Johnson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:30 am on Thursday, October 2, 2014.

Item #2 Approval of minutes from the September 4th, 2014 meeting – Moved by Black, seconded by Perry. **MOTION CARRIED.**

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

Item #4 - Next meeting scheduled for Thursday, November 13th at 11:00am. Moved by Perry, seconded by Black. **MOTION CARRIED.**

Old Business: None

New Business:

Item #5 Bills – Black moved approval of the bills, seconded by Perry. Suggestion was made by Black to put the bills and the financial report on the consent calendar. Lander, City Manager stated payment of bills requires a roll call vote. A question was asked about the bill from Western Printing. Roggatz explained that this is for marketing; a half a page ad that will be in the Aberdeen CHS Athletic programs. **MOTION CARRIED to pay the bills for the month of September.**

Item #6 Financial Report – Black moved approval of the financial report, seconded by Perry. **MOTION CARRIED.**

Item 7: Recommendation to approve Helms and Associates Professional Agreement for AIP Proj. #3-46-0001-34-2014 Wetland Removal, Mitigation and Storm Water Improvements, Phase 1 – Moved by Perry, seconded by Black. Terry Helms stated the numbers presented was reviewed by the State of SD. This is a requirement that has to be done yearly. The Grant Agreement that the City signed from the Federal government also requires an Independent review on Helms' hours. Helms stated this is being done, but is not aware of who is reviewing it. Roggatz stated the numbers provided is a fair number for the service provided. The relationships established with Helms when we move into the project; there are representatives with the contractors to ensure we are getting engineering expertise on Airport projects. **MOTION CARRIED approving the cost on Attachment B of the Professional Agreement for AIP Proj. #3-46-0001-34-2014.**

Item #8 Receive and place on file 2013 PFC report – Eide Baily reviewed our Passenger Facility Charge reporting in 2013 calendar year. There were no issues with PFC's. Since 2001, the rate per ticket has been at \$4.50 which is set by the Federal government and only collected from commercial airlines. The only issue brought up for the 2013 Audit was ensuring that we had reviewed any contractors that we enter into agreement with; to ensure that they are not in the Federal or State watch list.

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

9a: Fire truck – The delivery of the new truck is this Saturday, the 4th. Training for ARFF personnel is scheduled for Monday through Wednesday and Thursday and Friday for maintenance staff. Roggatz will have the new truck brought over for next month's meeting. In visiting with Black, Roggatz will talk to the ARFF lieutenant on attending the Board meeting either quarterly or twice a year to answer any ARFF questions.

9b: Furniture – The conference room furniture is on order with the current City order which allowed us to get the lowest possible price because of the volume that had been ordered. The current furniture will be taken to Ride Line with the left over going to the Maintenance shop.

9c: Delta/Cost Comparison Calculator – The City IT is working with the IT vendor on the cost comparison calculator which will compare our rates with Sioux Falls, Fargo and Minneapolis. Roggatz hopes to get this implemented and running by the end of this year. Wendy Kolkin from Juno, Alaska is the interim GM for the Aberdeen station and her stay here is open ended.

9d: Marketing – There will be a TV commercials that will run through Midco starting next week. This will run from October to December this year in ESPN, HGTV and Fox News Channel. As previously mentioned, there will be an ad in the Aberdeen CHS Athletic Program. Next year, Roggatz will be placing an advertisement in the Aberdeen Magazine, Spring Edition.

9e: Training – Hanley, one of our staff, is coming back this evening from Pittsburg. He attended a training on Airfield Construction Safety and Management and Airfield Pavement Maintenance and Evaluation. He is bringing back some information to share with the rest of the staff.

9f: De-icing training – Last month, staff received training from our E36 vendor on how to effectively use this product on the airfield.

9g: TSA X-ray machine – A new machine for bag screening was installed at the checkpoint on Wednesday September 24th. Roggatz is contacting the TSA PIO for statistics on this new machine.

9h: Maintenance Report – Krokkel:

- 2,000 gallon at \$6.09/gallon delivered of de-icing fluid is on order with expected delivery of Monday or Tuesday.
- Our department has participated in a Live Burn training with ARFF.
- Krokkel is looking at the most cost effective way to remedy the terminal lettering concern for arrivals and baggage claim. Interior paint touch up was also done in the terminal.
- Equipment repairs: Two of the plow truck weld repair had been completed by staff. The third one will have to be done by Schwan Welding. New staff training will have to be done on how to operate the De-icing truck using water application. The Oshkosh snow blower part has come in and staff will put this blower back together. This will then complete all of our snow removal equipment and they are all ready to go.
- Crack Sealing will occur within the next couple of weeks. Lien will be giving a quote this morning. We have the quote from Pro Seal out of Mitchell and Aberdeen Asphalt chose not to bid.
- Krokkel will get quotes for slab jacking on a couple of spots that are trip hazards in front of the terminal.
- Airfield: We continue to mow and spray for grasshoppers. Ibis had been an issue on the airfield and was added to our Kill Permit. We are also spraying for fall weeds and completed painting the segmented circle, wind cone masts and the entrance sign.
- Effective October 10th, there will be an opening for a Maintenance Worker.

9i: Snow and Ice Control Plan meeting – This will be held in October. An updated airfield map will be presented to show where our priorities are for snow removal.

9j: Construction – Pre-construction meeting will be held in October. As the fiscal year for the Federal government closed, we have no information on Phase 2 of our project. We will be looking for this next year. Johnson stated the pre-con meeting is something that Black or Perry can attend if they are interested in construction. Roggatz added as mentioned previous, Hanley will be giving him a report of what they covered in the conference in Pittsburg. There is one more opportunity to go to a Construction conference this year which is coming up in a couple of weeks in Washington, DC which will entail what the FAA has out for comments for requirements into the future for Airfield Construction Management. This would concern us a couple years from now.

10. Other items:

10a. Hwy 12 Construction – The ditch is looking a lot better, but still need some clean-up. The concrete work is done. Concern of water sitting in ditches was brought up. Airport staff will maintain the ditches once it is back to its original condition. City Manager will contact contractor.

10b: Banners – Update is needed on some of the banners in the terminal.

Black moved to adjourn, seconded by Perry. Meeting adjourned at 1:03 pm.