

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
November 14, 2014

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

MEMBERS ABSENT:

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

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:00 am on Friday, November 14, 2014.

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

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

Item #4 - Next meeting scheduled for Thursday, December 4th at 11:00am.

Old Business:

New Business:

Item #5 Bills – Moved by Black to pay the bills, seconded by Johnson. Discussed the cost and application process of the de-icing product that is used for runway. Training was provided by the factory representative of the de-icing product which Roggatz will have again next year. **MOTION CARRIED to pay the bills for the month of October.**

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

Item 7 Recommendation to pay Helms and Associates Invoice #18 in the amount of \$16,170.50 AIP Proj. #3-46-0001-33-2013 Wetland Removal and Storm Water Improvement 100% complete – Perry moved approval to pay, seconded by Gellhaus. This completes the plan development for the referenced project. We are waiting for funding for Phase 2 of the project and continuing resolution is up next year. **MOTION CARRIED approving payment of invoice #18.**

Item #8 Recommendation to pay B&B Contracting Invoice #1 in the amount of \$695,190.20 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase 1, materials stored on-site and work to date – Moved by Johnson, seconded by Gellhaus. Majority of the amount being paid for are for piping and rip-rap materials. Due to the nature of the project, materials are being stored at B&B which was discussed during the pre-construction meeting with the City Manager and the City Engineer. The materials are also insured. The work completed was the start-up work at Willow Lake. Work will continue as long as it is feasible and contractors are not fighting weather condition. Boring work for underneath the runways and taxiways is planned for after the 1st of the year which is depending on weather. **MOTION CARRIED approving payment of invoice #1.**

Item #9 Review rates – Roggatz presented a copy of Wilson's letter of recommendation for rate increase that was presented to the Board last year. In the letter Wilson recommended an increase of 3% annually, per square foot. This year we are at \$0.116, 2015's recommendation is \$0.1209. This will still put us the least expensive within the region even with this increase. Wilson's goal was to bring our rates in line with other airports within the region (SD and ND). In the future (2 to 3 year), Roggatz would like to hire a professional to do a full analysis on our rates and then make a decision with City Management on where we would like to go once the analysis is done. The process we have now is a good start and Roggatz recommend we do increase for next year. Lander, City Manager stated Wilson's language in his letter came from what the State law is for the operations for the City as a whole; lesser of CPI or 3%. Gellhaus stated it's a very reasonable recommendation. Black added he like's how it's projected out. Gellhaus moved approval of \$0.1209 rate per sq. foot for 2015, seconded by Black. **MOTION CARRIED.**

Item #10 Airport Manager's report (Roggatz):

10a: Furniture – New furniture was delivered and installed October 29th. The old furniture was taken to Ride Line for their use. A few of the chairs went to our Maintenance Office for their use. Also purchased was a desk and a table for Krokkel's office.

10b: Delta - October 2014 enplanement is up 1.13% over October 2013 for revenue passengers. YTD is 3.2% increase. The 3rd flight we had since October 16th which operates Monday, Wednesday, Thursday, & Friday had one cancellation and average with 29 revenue passengers; 60% load factor. November 20th is the last day of the 3rd flight and Roggatz will talk to SkyWest on the performance of the 3rd flight was in line with their expectations. Our total enplaned passengers (rev and non-rev) is 21,755 through the end of October.

10c: Training and Conferences – Staff had completed a number of training (Security Awareness and NOTAM). There is also an ongoing training with snow equipment with newer staff. Last month, Roggatz attended a conference; Construction Safety and Safety Resource Management (SRM) in Washington, DC. The focus of this conference was for our construction regulations and what the FAA is publishing for new Advisory Circular. SRM is implemented in large hub airports for their construction projects. At this time they are not proposing to mandate this for us; being a non-hub primary, but they do plan on implementing it for large projects at non-hub primary of which our project now will be considered and into the future. Yesterday, Roggatz attended a conference in Sioux Falls that was sponsored by the SD Chamber of Commerce. They had the President for the Regional Airline Association, Roger Cohen. The focus of his presentation was service into and out of South Dakota. A copy of this presentation is to be shared with the organizer of the event and once Roggatz gets a copy he will share this with the Board.

10d: NOTAM Manager Update – Roggatz is working with a FAA contractor. Our map has been updated. Once they this is loaded in the system we'll be in test mode. NOTAM Manager is more efficient in issuing NOTAM's for constant changing conditions.

10e: Maintenance Report – Krokkel:

- **Winter Storm** - staff worked split shifts with 2 crews. No late or missed flights because of our operation. Sand and de-icing fluid were used. Clean up continued the following day (Wednesday). Roggatz added staff had done a fantastic job on keeping the runways. MSP did go down to one runway.

- **2014 E-One Fire Truck** – has an ongoing hydraulic leak. A replacement hydraulic pump has been received and will install soon. This is not something that is keeping the truck out of commission.

- **New Hire** – Mark Elsparger will start Monday.

- **Crack Sealing** – this was done on 17/35 and most of taxiway C which cost about \$13,000. Krokkel had gone out to get quotes on crack seal equipment which is \$42,000 to \$43,000. The advantage of having our own equipment is that we would get more work done on our runways and get better price on consumable materials. Roggatz stated the equipment is something that could be eligible for AIP funds. With the large investment we are about to make in our two runway surfaces, this might be something we want to consider in the future.

10f: Construction – work is going on at Willow Creek. The 1st construction meeting was on October 30th, the 2nd meeting was this morning. Helms, Roggatz and FAA personnel (from 3 different offices) had a conference call on November 6th regarding Reimbursable Agreement and planning for the future. This would entail the engineering, site work and grading for the FAA equipment that is owned on the airfield.

10g. Banners – NVC will be doing a walk through on Monday to discuss permanent display. The Ringneck Rodney banner will come down soon.

11. Other items:

FAA ADSB equipment – 2019 is the mandate that is currently set for aircraft operators. Roggatz has not receive any update on uncontrolled airspace.

Perry moved to adjourn, seconded by Black. Meeting adjourned at 12:01 pm.