

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
December 4, 2014

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

MEMBERS ABSENT:

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Lynn Lander, Ron Wager, Kevin Braun, Michael Schmit, Keith Sharisky, Mike Roemmich, Dave Volek, Rhea Ketterling, Elissa Sand

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:00 am on Thursday, December 4, 2014.

Item #2 Approval of minutes from the November 14, 2014 meeting – Moved by Perry, seconded by Black. **MOTION CARRIED.**

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

Item #4 - Next meeting scheduled for Thursday, January 8th at 11:00am.

Old Business: None

New Business:

Item #5 Bills – Moved by Gellhaus to pay the bills, seconded by Black. **MOTION CARRIED.**

Item #6 Financial Report – Moved to accept by Johnson, seconded by Gellhaus. **MOTION CARRIED.**

Item #7 AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase 1

Recommendation to pay Helms & Associates, Invoice #1, Bidding process, in the amount of \$10,090 – Moved payment by Black, seconded by Perry. Roggatz reported this bill covers the set up and execution of the bidding process for our current project. The independent review process was completed by KLJ this week. The City Council had approved our contract with Helms contingent upon the independent review completion. KLJ's review came back with 5.2% less cost than what the estimated proposal from Helms for oversight of the project. Anything within 10% is acceptable for the State and the Federal government. **MOTION CARRIED to pay Invoice #1.**

Recommendation to pay Helms & Associates, Invoice #2, Construction Administration and Resident Engineering services, in the amount of \$34,154.80 – Moved payment by Gellhaus, seconded by Black. Roggatz stated this is for the oversight and administration for the work that's been completed. Work had been done at Willow Creek. Two of the wetland creation sites had been completed. The third one will be completed in the spring. It was also reported this morning that 5,160 feet of pipe of force main had been installed. Along County Road 14 is where this work is being done right now. Schmit stated administration service covers the shop drawings, pay estimates, staking, and observations. The hours billed are based on hours worked. The work started at northeast corner of the Wastewater Treatment Plant and they are coming to the airport. **MOTION CARRIED to pay Invoice #2.**

Item #8 Recommendation to pay B&B Contracting Invoice #2 in the amount of \$936,061.57 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase 1, materials stored on-site and work to date – Moved by Black, seconded by Gellhaus. Roggatz stated we are getting the first invoice and this invoice ready to get the 95% reimbursement from the State and Federal government. Schmit stated this invoice involves a lot of stock pile materials (the rest of the pipes and some more rip rap). The value of the pay estimates from this point forward should go down as most of the materials are paid for. Work on the airfield will not start until January. **MOTION CARRIED to pay Invoice #2.**

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

9a: Delta/Enplanements – November 2014 total enplanement are up 6% from November 2013. YTD total revenue passengers is 23,701 which up 3.96%. The third flight for is done for the year, last one was on November 21st.

9b: Training and Conferences - Staff completed NOTAM Manager training yesterday. It's similar to the system we had used, but this is more structured and much more efficient process. The pilots get the information a lot faster. Implementation should not be a

problem. We are continuing training on snow equipment for those hired last year. Training is in progress for Elspenger who was hired last month.

9c: NOTAM Manager Update – As mentioned previous this is being used. We will implement this onto the Ipad so staff can issue field condition from the vehicles.

9d: Maintenance Report – Krokkel:

- **2nd Winter Storm (Nov 24th -26th)** – We had two crews, used 400 gallon of de-icing fluid, 2 to 3 tons of sand. We did have an equipment issues on our Broom which is our main tool. We ordered the parts overnight and had it repaired by Monday.

- **2014 Fire Truck** – had an issue with the rhino pump. E-One sent warranty replacement.

- **Budgetary expenses end of the year** – fuel, connector cord for about \$700.

9e: TSA checkpoint improvement – reconfigured their x-ray machines and the layout of their queue line. Aberdeen was selected as one of their pilot site for the TSA Pre-check program. Implementation date is December 9th. Pre-checked passengers will be screened first as we will only have one lane. The fee for this program is \$85 for 5 years.

9f: Construction – Roggatz will meet with the City Manager (Lander) and City Finance Officer (Alberts) regarding the long term financial planning for our projects. They will be looking at our priority after the wetland project.

9g: NVC sign – They are in the process of ordering a permanent sign and hope to be in place by the end of the year.

9f. ARFF Fire Truck – new Rescue 10 is on the ramp. Lt. Roemmich stated the new truck has add-on which not only makes the airfield safer, but makes their response a lot easier. The new truck has a lot of safety features and the reliability is good. It also has a lot of stability. The bumper/rhino turret of this truck is a plus on fighting fire. As far as ARFF training, Roemmich had changed things; streamlined the process. Hopefully, this would alleviate some of our wording issues (more specifics/descriptive of what they did). A lot of the training paper is computerized, but the FAA still wants to see the paper documentation with employee's signature. Another step added (which is a redundancy) in the system is a Lieutenant signing off on training that he sees being done. The day to day training that they do in the department is also added (which is not required) in their training records even though it is not airport related, but falls into the 11 subject categories.

10. Other items: None

Black moved to adjourn, seconded by Johnson. Meeting adjourned at 11:43 am.