

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
May 7, 2015

MEMBERS PRESENT: Mike Erickson, Rolf Johnson, Tom Black

MEMBERS ABSENT: Carl Perry, Lon Gellhaus

OTHERS PRESENT: Cody Roggatz, Rich Krokell, Lynn Lander, Doug Fjeldheim, Terry Helms, Alan Johnson,
Kevin Braun, Darrell Hillestad, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:00 am on Thursday, May 7, 2015.

Item #2 Approval of minutes from the April 9th 2015 meeting – Moved by Black, seconded by Johnson. **MOTION CARRIED.**

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

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

Old Business: None

New Business:

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

Item #6 Financial Report – Moved by Black to approve the financial report, seconded by Johnson. **MOTION CARRIED.**

Item #7 Recommendation to pay Helms & Associates, Invoice #7, Construction Administration and Resident Engineering Services, in the amount of \$9,393.56 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase 1– Moved by Johnson, seconded by Black. Engineering services for this project is coming in under budget. **MOTION CARRIED.**

Item #8 B&B Contracting, AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase 1:

- **Acknowledge receipt of Change Order #1, decreasing contract amount by \$27,827.60** – moved by Black, seconded by Johnson. Roggatz stated the change order is inclusion of additional pipes to be installed to get us further from the Runway Safety Area (RSA) for when we moved to Phase 2 of the project minimizing impacts to the runways. There is also a price adjustments on some of the rip rap and bedding materials. The lift station change is a change along the west side of rwy 17/35; it was originally planned for natural drainage, but with the cost savings we were able to place a pump underneath 17/35 into the main retention pond. This will not change any volume; just a change on the method. **MOTION CARRIED approving Change Order #1.**

- **Recommendation to pay Invoice #7 in the amount of \$250,322.92 for materials and work completed to date** - moved by Black, seconded by Johnson. Work is 80% complete. The third mitigation site is being worked on at the Willow Dam site. The change order discussed above; the piping is being completed, but the pump installation and the other two larger pumps are yet to be installed. Estimated time of completed for the Willow Dam work is end of May and the pumps installation will be later on, summer time. **MOTION CARRIED approving to pay invoice #7.**

Item #9 Recommendation to approve Agreement for Professional Services with Helms & Associates for AIP Project #3-46-0001-35-2015 Runway 17/35 Decoupling Project – Moved by Black, seconded by Johnson. This agreement is for the design work for the above referenced project. The scope of service had been approved by the SDDOT and FAA ADO in Bismarck for us to enter into this agreement with Helms & Associates. Roggatz worked on the financial with the City Manager and the City Finance Officer to pay this up front and include this on a later grant agreement which will be reimbursed at 95%. Helms added the ADO think that there will be discretionary money available this fall for the decoupling project. If it is available, plan and specs has to be ready so we can bid it, get the cost for engineering and construction so FAA can issue the grant. AIP bill expires September 30, 2016. **MOTION CARRIED approving the Professional Agreement for AIP #35.**

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

10a: Airline Operations – April enplanements is 2,010, deplanements 1,926. Our enplanements up 10.4% over 2014 and 0.4% decrease on deplanements. Overall, April traffic is up 4.8% over 2014. We just received notice earlier this week that Sun Country and Riverside Casino in Nevada are planning another charter June 18th and 21st.

10b: Signage and Marketing – the new signage in the terminal had been installed by QQP. Continued advertising in the Aberdeen Magazine this month. Also had done some landscaping at the entrance road.

10c: Training – Last month Bob Pagel was sent to Snow Symposium and Basic ASOS in Buffalo, NY. Pagel had found great benefits in both training and done some great networking.

10d: Operations and Maintenance Report – Krokkel

- **Part 139 compliance** – preparing for annual compliance audit on May 20th thru 22nd
- **Asset management** – snow removal equipment cleaned and stored for the rest of the season, serviced and prepared mowers for mowing season. Currently working on Oshkosh sweepster air blower hydraulic motor shaft sealed failed. Repaired both concrete gas powered saws. Repaired 5 concrete areas on the GA
- **Projects for the month** – discussed with staff how important “first impressions” is. This starts out on the highway. The old landscaping had been removed and replaced. Also, will work with Parks and Rec on plowing some irrigation piping in this area. Looking at using lawn turf for replacement instead of fairway crested mix and maintain as lawn. Cleaned out the old maintenance shop and seasonal storage buildings and prepared list of items for the City Auction. Continued to provide escort duties for the project

10e: Emergency Planning – our required emergency table top is planned for Wednesday, June 10th. Also, recently met with BCEM and local hospital personnel to start development of mass casualty plan.

10f: Aerial Applicators – working with one of our local aerial applicator to get them moved off the access route they currently have directly onto 13/31 and move them over to the new Ag taxilane.

11. Other items:

Interior road crack sealing – our planned funding on crack sealing every year is for the airside as we have a couple of pavements that is getting to its useful life. Roggatz stated we will have to look at funding for landside in the next couple of year. Johnson stated it's bad. Black stated it is wide open. If the crack sealing done last year on the airfield held up, we can take some of the materials this year and address the landside area.

Crack/4' asphalt heaving - Hillestad stated when the taxilane was redone they put a 4' asphalt down the center and this heaves every winter and is getting worse every year. There is no way you can get an airplane here in the winter as it will hit the prop. Roggatz will take note of this.

Rwy 17/35 markings – Roggatz stated we received an extension on this until December 31, 2016. His hope is we would have this runway milled and overlaid by then. He continues to work on this and make sure that the long term solution is included in future projects. For now, we will continue to use tack oil.

Black moved to adjourn, seconded by Gellhaus. Meeting adjourned at 11:39 am.