

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
June 4, 2015

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

MEMBERS ABSENT: Lon Gellhaus

OTHERS PRESENT: Cody Roggatz, Rich Krokell, Lynn Lander, Doug Fjeldheim, Alan Johnson, Gary Dahlerup,
Mike Schmidt, Kevin Braun, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:01 am on Thursday, June 4, 2015.

Item #2 Approval of minutes from the May 7th, 2015 meeting – Moved by Johnson, 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, July 9th at 11:00am

Old Business:

New Business:

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

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

Item #7 Recommendation to pay Helms & Associates, Invoice #8, Construction Administration and Resident Engineering Services; in the amount of \$15,535.10 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase 1– Moved by Perry, seconded by Black. The construction work being done are the additional work that was authorized on the change order. They are also finishing up the work on the forcemain and lift station which should be done this week. **MOTION CARRIED to pay Helms & Associates Invoice #8.**

Item #8 Recommendation to pay B&B Contracting, Invoice #8 in the amount of \$410,124.90 for materials and work to date on AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase 1 – Moved by Perry, seconded by Johnson. Work left to be done at Elm is seeding. **MOTION CARRIED.**

Item #9 Recommendation to pay Helms & Associates, Invoice #1 in the amount of \$36,259.52 for Design Phase of Runway 17/35 Decoupling Project, AIP Proj. #3-46-0001-35-2015 – Moved by Black to pay, seconded by Perry. Per discussions with the FAA, they told us to have plans ready (in case their funds available) so we can possibly tie this project with the Phase 2 of the WL Mitigation project. **MOTION CARRIED.**

Item #10 Performance Aerial Lease agreement

- Termination of Lease #72 Jon Swenson dba Performance Aerial
- Recommendation to approve Lease #78 Eric Rongen dba Performance Aerial

The FAA does not want direct access onto the taxiway for Rongen nor direct access onto 13/31 for Kraft. The lease presented is to get Rongen to the new Ag area. It's a name change and switching sites. Moved by Black to approve lease #78, seconded by Perry.

MOTION CARRIED.

Discussions on the Ag Sprayers:

- Both operators are working on meeting the minimum standards and it takes time. Performance Aerial is trying to get set up with pavement and Hard Deck had put down some gravel and will have ground work done this year as well. Both are moving in tanks this year. They are both taking steps towards getting the building and structures up to get into the compliance of the minimum standards. As for the timeline for completion, Roggatz is working with them on this and has an ongoing conversations with them.
- The other sprayer on the field (Air Kraft) who has direct access to the runway. Kraft is getting quotes for the move. Since this is a mandated move by the FAA, we will be paying for the move over to the new Ag taxilane and for the pavement set up that

they currently have that we are taking away. The old pavement they are vacating, our staff will be destroying at least 250' from the center line of the runway and replace with grass.

- Water and sewer: WEB water is the provider for the service in this area. Lessees are responsible for the set up. WEB water standards also calls for the landlord to also sign off on getting service set up and requires a deposit. In talking to the City Attorney, we (City of Aberdeen) will be requiring of the tenants a deposit to insure costs.
- Electric: NorthWestern is the provider for the service. This is also the tenant's responsibility.
- Total number of space in the new Ag taxilane is 4 of which 3 will be occupied.

Item #11 Airport Manager's report (Roggatz):

11a: Airline Operations – May total enplanements is 2,307; total deplanements 2,144. Overall for the year we are up 2.1% to date. Sun Country charter is still on schedule for June 18th with return on June 21st with 737-800. Black requested cancelled flights to be included in the report. Discussed different reasons for flight cancellations and improving communication with our local ground handler. We know that our staff are doing a great job on keeping our runways and facility open and there are some that would be weather related cancellation. It was estimated that our average cancellation is 2% per month.

11b: Signage and Marketing – we will be advertising in the 2015-2016 Central High School's Sports program. After this we will cut back on marketing due to operational expense increased that we saw this past winter season.

11c: Part 139 Inspection – "Kudos" to our staff and the ARFF Division for the work that they put in this past year. Last year, we had 6 discrepancies of which 3 were FBO related and 3 were related to what we were doing on the field; one being ARFF related. This year, we have 1 discrepancy (minor issue on Snow and Ice control plan). "Kudos" again to Krokkel and the rest of the staff, Braun and the other two FBO's who are not present.

11d: Access Road to GA (Maintenance Shop, AFS and Quest) – this was discussed at one of the City Department Head meeting. If there are left over materials this year, the road will be touched up. If it is chip sealing, we need to be very cognizant that the material does not drag out to the airside from the landside.

11e: Operations and Maintenance Report – Krokkel

- o **Part 139 compliance** - There are 5 areas (ARFF Road, ASOS access, coming off MALSR, etc.) on the airfield where vehicles have direct access to runways or taxiways. The inspector wants to see 24" STOP signs and highway WHITE painted bars
 - o Staff made some preparations to start painting taxiway connectors and rwy 13/31
 - o Parts ordered for the segmented circle rotating contact
 - o GF&P had removed and relocated duck eggs
- o **Asset management** – seeing issues with our tractors. Both spline shaft are worn, parts been ordered. The last three days we only had one tractor. Both Land Pride mowers constant velocity also needs replacement, parts been ordered. A lot of staff time had been spent mowing and construction escorts
- o **Projects for the month** – last month we started remediating the area by the highway which a lot of work on had been done. We are still planning on installing irrigation and plant grass seeds, weather permitting. Also done some weed and mosquito spraying. City will also bring fogger to spray airfield

11f: Construction – with the runway closure tack oil had been applied on 17/35 which is an FAA modifications that had allowed us to do for the last few years

11g: Emergency Exercise – planned for Wednesday, June 10th

12. Other items:

Perry moved to adjourn, seconded by Black. Meeting adjourned at 11:49 am.