

**MINUTES**  
**ABERDEEN REGIONAL AIRPORT BOARD**  
**Regular Meeting**  
**September 3<sup>rd</sup>, 2015**

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

**MEMBERS ABSENT:** Carl Perry

**OTHERS PRESENT:** Cody Roggatz, Rich Krokell, Lynn Lander, Doug Fjeldheim, Mike Schmit, Jeff Catron, Gary Dahlerup, Darrell Hillestad, Les High, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:02 am on Thursday, September 3<sup>rd</sup>, 2015.

**Item #2 Approval of minutes from the August 6<sup>th</sup>, 2015 meeting** – Moved by Gellhaus, seconded by Johnson. **MOTION CARRIED.**

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

**Item #4** - Next meeting scheduled for Thursday, October 8<sup>th</sup> at 11:00am

**Old Business:**

**New Business:**

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

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

**Item #7 Recommendation to pay Helms & Associates, Invoice #11, Construction Administration and Resident Engineering Services; in the amount of \$3,506.60 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase I** – Moved by Gellhaus, seconded by Black. **MOTION CARRIED to pay Helms & Associates invoice.**

Discussed: the large pump has been tested and will be installed soon. Seeding will start at Willow and then back on airport property to reseed disturbed areas. Earlier this week, Schmit was at Willow and seen a lot natural wetland vegetation already being established on the newly created wetlands. They are functioning as designed. Also working on project closed out.

**Item #8 Recommendation to pay Helms & Associates, Invoice #3 in the amount of \$6,592.64 Design Phase for Runway 17/35 Decoupling Project, AIP Proj. #3-46-0001-35-2015 Runway 17/35 Decoupling** - Moved by Gellhaus, seconded by Black. **MOTION CARRIED.**

Discussed: Doing design work for the anticipated project for the fall of 2016. The main layout has been completed. Also, working on project justifications to send to FAA. With changes made on FAA guidance and policy on engineering standards on taxiway alignment, Schmit is looking into taxiway alignment changes for future layout. The safety plan for the project had been submitted to the Certification Officer and received their comments. A pre-design meeting will be scheduled with airport users in the future (winter/spring season) to get comments and share information on how to make the project flow as smooth as possible; with less impact to our users. October 2017 is the anticipated start of the Decoupling construction since it is funded by discretionary funds which comes out during late fall.

**Item #9 Recommendation to receive and accept Helms & Associates Professional Agreement for AIP #3-46-0001-35-2015 Stormwater Improvements, Phase II** – Moved by Gellhaus to accept Helms & Associates Professional agreement, seconded by Johnson. **MOTION CARRIED.**

Total maximum fee for engineering services (bidding and negotiation, construction administration and resident engineering) is at \$286,685. Billing is based on hours worked. The FAA has reviewed and approved the cost estimate.

**Item #10 Receive and place on file 2014 PFC report:** This is a yearly audit requirement.

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

**11a: Airline Operations** – August enplanements is 2,150, deplanements is 2,255. Total passenger traffic is 4,405. Compared to August 2014, there is a slight decrease in enplanement and slight increase in deplanement. Total annual passenger traffic is up 2.7%

over 2014 thru the end of August. There was 1 cancelled flight due to crew issue in Minneapolis. We also had Sun Country charter with Boeing 737-800 came in on August 10<sup>th</sup> picked up 40 passengers and returned on August 14<sup>th</sup>.

**11b: General Aviation** – January through July 2015 GA fuel deliveries are up 12.2% over same timeframe in 2014. The total fuel deliveries for the three FBO's are up 7%, includes airline and cargo traffic. July 2015 GA fuel delivery shows 34.6% growth versus July 2014. Chip sealing project was also completed at the GA road entrance.

**11c: Construction** – FAA Grant Offer for Phase II of the Stormwater Improvements was received this morning. This will be presented to City Council this coming Tuesday.

**11d: Hwy 12 and Brown County 19 Frontage** – we are currently maintaining the area. The State DOT has a contractor lined up to redo seeding; hopefully this will be done this month or the following month.

**11e: Operations and Maintenance Report**

- **GA concrete repairs** – completed one area in front of Quest Aviation, Bay #4. Used 2.5 yards of concrete.
- **Painting on rwy 13/31** – no opportunity between weather, wind and crop sprayers. Painting is still at 80% complete.
- **Terminal** – painted the arrival/departure corridor. Installed shelving and reorganized the custodial closet and storage room. Krokkel and Hanley covering custodial duties in the absence of a FT custodian.
- **AFS** – we replaced drive through gate that was hit by a fuel delivery truck.
- **Rescue 6** – minor repairs done (temp gauges and lighting).
- **Spraying** – all fence line is done and had been sprayed with round up. Using grazon for thistle control.
- **Chip seal** – was done by the City crew on GA road. Airport paid for materials.

**Item #12 Other Items:**

**LED LIGHTING** – There is one approved FAA vendor for runway lighting; white lights. Taxiway edge lighting, which are blue, we have on the airfield. We are in the process of putting a RFP for LED lighting for the parking lot, terminal and to change out the airfield facing sign.

**RWY LIGHTING, DECOUPLING PROJECT** - Most of decoupling project will be discretionary funds. Lighting will be a portion to the extent possible.

**CITY WIDE LED LIGHTING** - Lander, City Manager stated approximately 4 years ago the City received a grant to do conversion on some of the streetlights and we did some test areas. The City has not done a wholesale replacement since the test, other than as we replace lighting we do go to LED.

**AG TAXIWAY, AIR KRAFT SPRAYING MOVE**

Quote was just received from JDH and Roggatz will need to review the information with the City Manager. Hillestad has about 500 acres left to spray and will get this done after the freeze. Roggatz stated he and Hillestad should meet when this job is done to finalize information on the move. Hillestad stated the current spot will not work for 3 operators with total of 12 aircraft. During the bug run, between Hillestad and Gegenke they had 11 to 12 aircraft in the new Ag area. Only 4 of the 7 aircraft that Hillestad has was here. Is there any plan on putting another taxiway? Space and FOD was a problem during the bug run and this can happen every year. Schmit from Helms & Associates stated the area SE of the air carrier is marked for future expansion. Modifying the ALP (Airport Layout Plan) will have to be approved by the FAA.

**REASON FOR RONGEN MOVE** – this operator had a direct access onto a taxiway. It needed to have a taxi lane then to taxiway. FAA does not want a direct access onto any taxiway. We needed to follow the new engineering standards for taxiway alignment.

**PROPOSED TO STAY AT CURRENT LOCATION TO SAVE MONEY** – Hillestad suggested placing the required surface so he does not have the direct access to any taxiway or runway. By staying at his current location it would save the City a lot of money (the area is already established). Roggatz stated re-engineering an area will have to be approve by the FAA to follow their engineering standards. Our FAA Certification inspector has already been in contact with Roggatz a number of times and asked for the status of this move; it need to happen before our next year's inspection.

Black moved to adjourn, seconded by Gellhaus. Meeting adjourned at 11:47am.