

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
October 8th, 2015

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

MEMBERS ABSENT: Carl Perry

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Alan Johnson, Elisa Sand, Daryl Shook, Kevin Braun, Mike Schmit, Doug Fjeldheim, Jerry Vega, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:00 am on Thursday, October 8th, 2015.

Item #2 Approval of minutes from the September 3rd, 2015 meeting – Moved by Black, seconded by Gellhaus. **MOTION CARRIED.**

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

Item #4 - Next meeting scheduled for Thursday, November 5th at 11:00am

Old Business:

New Business:

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

Discussed: Dakota Electronics bill for DVR repair which is used for the camera system. DVR system was acquired in 2007.

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

Discussed: Enterprise receipt was for a concession fees collected for a vehicle that was left by customer on property. Ramada is terminating their advertising contract at the end of the month.

Item #7 Recommendation to pay Helms & Associates, Invoice #12, Construction Administration and Resident Engineering Services; in the amount of \$4,998.55 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase I – Moved by Black, seconded by Gellhaus. **MOTION CARRIED.**

Discussed: Seeding is completed; 30 acres of wetlands were seeded. Once the final inspection is done, Core of Engineers will be contacted to look at the area at Willow Dam. There are natural vegetation, so there hasn't been any concern from the Core. All the pumps had been installed; they are pre-tested before they were installed, but the Airport has not turn them on. We are waiting until the contractor's electrician is available. Looking at doing a final inspection in a couple of weeks depending on availability of all parties involved.

Item #8 Recommendation to pay B&B Contracting PE #11 in the amount of \$176,463.87 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase 1 – Moved to pay by Gellhaus, seconded by Black. **MOTION CARRIED.** There will be a final CO which is a reduction. Overall, this project is under budget.

Item #9 Recommendation to pay Helms & Associates, Invoice #4 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 Black, seconded by Johnson. **MOTION CARRIED to pay.**

Discussed: Reports had been submitted to FAA. Mettler from WPE is working on lighting aspects on runways and taxiways. We are waiting on some guidance from the FAA on some concepts. Helms had gone thru some specs and put together engineering design report. Field work and survey are completed. Roggatz added there is a Fall Airport Conference (ND, SD airports and FAA) scheduled in Bismarck at the end of the month which will be an opportunity to talk to Dave Anderson from BIS ADO.

Item #10 Helms & Associates invoices for AIP Proj. #3-46-0001-35-2015, Stormwater Improvements, Phase II

10a. Recommendation to pay for Bidding phase in the amount of \$10,425

10b. Recommendation to pay invoice #2 in the amount of \$6,268.64 for administration and construction observation

A pre-construction meeting was held a couple of weeks ago. Moved by Black to pay item 10a and 10b, seconded by Gellhaus.

MOTION CARRIED.

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

11a: Airline Operations – September enplanements is 2,045, deplanements is 1,911. Total passenger traffic is 3,956. Compared to September 2014 enplanements we are up 1.1% and deplanements are down 25.9%. Total annual passenger traffic is up 0.7% over 2014 thru the end of September. No cancelled flight during the month of September. For the month of October, we will have 3 flights on October 15th, 16th, 19th, 23rd, 25th and 26th with arrival time of 12:24PM and a departure time of 12:54PM.

11b: General Aviation (measured in volume) - January through September 2015 GA fuel deliveries are up 16% over same timeframe in 2014. The total fuel deliveries for the three FBO's are up 8.2%, includes airline and cargo traffic. September 2015 GA fuel deliveries shows 0.5% growth versus September 2014.

11c: Construction – Phase I, we are looking at doing a final inspection in a couple of weeks as mentioned above. This will involve people from the Water Treatment, Brown County and the Core. Phase II pre-construction meeting was held on October 29th which the tenants were invited to. There will be minimal closure associated with this project. No one from the GA community was in attendance, but they have been in previous Board meetings and have been made aware of the project. There were a total of 19 days of closure for the Phase I and looking at maximum of 3 for Phase II at this time.

11d: Hwy 12 and Brown County 19 Frontage – Brown County had a contractor place more top soil and seeding along highway 12.

11e: EAS – Our current contract with SkyWest expires February 2016. US DOT went out to bid for future service and SkyWest was the only airline to bid. The new proposal is for March 2016 – February 2018. The subsidy request is for \$1,037,667. The proposal is for 14 flights per week. A marketing strategy was discussed between here and Watertown.

11f: Operations and Maintenance Report

- **GA concrete repairs** – sealing new concrete areas with compound.
- **Painting on rwy 13/31** – completed the last 15% of the work. Black outlines on 31 approach, threshold bars, 13 numerals and three sections of center line completed.
- **Terminal**
 - new employee hired for the evening shift (custodian), Kevin Green. Green completed all training on FAR 139 requirements.
 - painted cross walks, yellow curb, the employee and car rental parking lot
 - new grass planted at the entrance sign and the front of the terminal where there were damaged by snow removal
 - replaced 3 sprinkler heads and made adjustments to irrigation
- **Runway lighting issue** – lights on the whole airfield went out. Problem found to be the airport beacon contactor failed and caused the airfield lighting control breaker to trip. Ringgenberg was called and corrected the problem. No impact on the morning flight; flight left on time
- **Rwy 35 REILS (runway end identifier lights)** – REILS board malfunctioned. Parts were ordered and replacement installed.
- **Rescue 10** – spare tire rim was incorrectly manufactured. It was leaking at the couple of the joints. E-One sent a replacement.
- **Winter equipment** – staff are working on the pre-season check on all winter equipment.

Item #12 Other Items:

Possible 3rd flight with Watertown. The subsidy will have to be through Watertown market.

ARFF training – NOTAM was issued. 2 new ARFF staff was being trained. No public notice was or will be posted in the future.

Gellhaus moved, seconded by Black. Meeting adjourned at 11:48am.