

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
November 5th, 2015

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

MEMBERS ABSENT: Carl Perry

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Les High, Bob Gruman, Mike Schmit, Jeff Catron, Kevin Braun, Gary Dahlerup, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:02 am on Thursday, November 5th, 2015.

Item #2 Approval of minutes from the October 8th, 2015 meeting – Moved by Black, seconded by Gellhaus. **MOTION CARRIED.**

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

Item #4 - Next meeting scheduled for Thursday, December 3rd at 11:00am

Old Business:

New Business:

Item #5 Bills – Moved by Black to pay the bills, seconded by Gellhaus. **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 #13, Construction Administration and Resident Engineering Services; in the amount of \$1,767.54 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase I – Moved by Gellhaus, seconded by Black. **MOTION CARRIED.**

Discussed: Contractor has the west lift station to finish up and final inspection will be scheduled once the work is complete.

Item #8 Recommendation to accept B&B Contracting CO #2 decreasing contract in the amount of \$213,946.30 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase I – Moved by Gellhaus, seconded by Black. **MOTION CARRIED.**

Discussed: Change order is for adjusting the quantities of materials that were installed of which the majority is for deduct for the rip rap not used on the existing detention pond on the North side of the terminal.

Item #9 Recommendation to pay Helms & Associates, Invoice #3, for Administration and Construction Observation in the amount of \$20,383.66, AIP Proj. #3-46-0001-35-2015, Stormwater Improvements II - Moved by Black, seconded by Gellhaus. **MOTION CARRIED.**

Discussed: The stormwater detention pond area between the 2 runways is about 50% complete and wetland grading area #9 is 70% complete with the dirt work. Contractor is progressing well; 2 crews put in 800' of piping yesterday.

Item #10 Recommendation to pay B&B Contracting PE 1 in the amount of \$284,154.96 for materials installed and work completed thru October 24th for AIP Proj. #3-46-0001-35-2015 Stormwater Improvements, Phase II
Moved by Black, seconded by Gellhaus. **MOTION CARRIED.**

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

11a: Airline Operations – October enplanements is 2,715, deplanements is 2,791. Total passenger traffic is 5,506. Compared to October 2014 enplanements, we are up 2.3% and deplanements are down 0.8%. Total annual passenger traffic is up 0.7% over 2014 thru the end of October. No cancelled flight during the month of October. Delta operating in and out of Aberdeen has an 80% on time departure rate. Looking at Midcontinent to possibly do advertising in markets that had been impacted in our region. There were 9 days in October that we had 3 flights/day. This month it's on November 1st, 2nd, 8th, and 9th

11b: General Aviation (measured in volume) - January through October 2015 GA fuel deliveries are up 14.6% over same timeframe in 2014. The total fuel deliveries for the three FBO's are up 7.7%, includes airline and cargo traffic. October 2015 GA fuel deliveries shows 4.4% growth versus October 2014.

11c: Other Projects

- **LED Lighting project** – Looking at \$55,000 to \$60,000 which would cover the terminal parking lot, entry way and 15 lights on the air carrier ramp. If we get the final information today, this will be presented to Council on Monday for approval to purchase.
- **Mowing decks** – received approval this past week from Council to purchase 2 – 20' wide mower decks through NJPA/LandPride. this will replace the ones we currently have which are 15'. A cost analysis was done a few months on making a capital investment to purchase 2 new tractors or leasing. In working with the City Manager, it would be more efficient and cost effective approach to lease the tractors that would pull the decks. We are looking at getting rid of one of tractor and maybe keeping the other one with a bucket since it's been used to load the sand truck. Our leasing will be based off another government entity, so a RFP is not required. City Manager, Lander stated the City leases the graders we used which works quite well.
- **Parallel Cutting arm** – it will be used for mowing and maintaining the ditches. We will go with NJPA to purchase this equipment. Estimated cost is \$18,000 - \$19,000. This will have a hydraulic boom arm that will go on the back of the leased tractor when mowing ditches. It has an extendable reach of 15'6" and can go 8' to 10' below grade with counter weights package included.
- **GSA/TSA** – conference call held with both agencies to discuss the TSA's supervisor office move to make room for Enterprise. We are awaiting information from GSA and TSA of what they need for their new office area. As for Enterprise, a lease will not be drawn up until the TSA's supervisor's office move is finalize.

11d: Operations and Maintenance Report (Krokel)

- **Part .139 compliance** – all quarterly PM's completed.
- **Terminal** – mapes panel replaced in front of the terminal. Estimated cost is \$2,600.
- **Equipment**
 - all fair weather equipment cleaned and stored.
 - Went through all snow removal equipment: replaced several hydraulic hoses, wheel seals, and bearings repacked. Repaired a big crack on the main runway broom. Modified snow dozer push box with steel blade. Replaced tires on both skidders, 8 tires. More bills for tires next month for the Volvo, steering tires for the sand truck and rear tires for one of the plow truck.
 - Broom cylinder for the Oshkosh being repaired by Dakota Fluid.
 - Back up plow truck transmission housing seal is leaking and will be replaced.
 - Rescue 6 lighting issue is resolved.
- Runway sand ordered and snow fence up in grassy area.
- Construction escorts has been taking a lot of man hours during the week.

11e: Rates review – we'll be looking at lease rates this month. There is a schedule presented plan for annual rate increases previously approved. The SD Airport Managers Association (SDAMA) is doing a survey of SD and ND airports on lease rates. Roggatz will take this into consideration and he will discuss with the City Manager and report to the Board and have a recommendation in next month's meeting for 2016 rates.

Item #12 Other Items:

The term of the new lease for car rental (Enterprise) will be a minimum term. It will be a similar set up to the 2 current ones we have; 7% monthly charge for gross receipts and charge per stall.

Gellhaus moved, seconded by Black. Meeting adjourned at 11:37am.

APPROVED BY :
ABERDEEN AIRPORT BOARD

