

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
December 3rd, 2015

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

MEMBERS ABSENT: Lon Gellhaus

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Mike Schmit, Darrell Hillestad, Kevin Braun, Alan Johnson, Elisa Sand, Doug Fjeldheim, Lynn Lander, Gary Dahlerup, Jake Kraft, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:02 am on Thursday, December 3, 2015.

Item #2 Approval of minutes from the November 5th, 2015 meeting – Moved by Black, seconded by Perry. **MOTION CARRIED.**

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

Item #4 - Next meeting scheduled for Thursday, January 7th at 11:00am

Old Business:

New Business:

Item #5 Bills – Moved by Black to pay the bills, seconded by Perry. **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 #14, Construction Administration and Resident Engineering Services; in the amount of \$1,119.36 for AIP Proj. #3-46-0001-34-2014 Wetland Mitigation & Stormwater Improvements Phase I – Moved by Perry, seconded by Black. **MOTION CARRIED.**

Discussed: Scheduling the final inspection in the next couple of weeks. Retainage is what is left to pay.

Item #8 Recommendation to pay Helms & Associates, Invoice #5 in the amount of \$1,648.16, AIP Proj. #3-46-0001-35-2015, Runway 17/35 Decoupling Design Phase - Moved by Perry, seconded by Black. **MOTION CARRIED.**

Discussed: Design work is for future planned project for the extension of rwy 17/35 and decoupling. Working on the Construction Safety Phasing Plan which the FAA safety office in Chicago is concerned about. Also had continued communication with the GA tenants regarding safety and also the operational side.

Item #9 Recommendation to pay Helms & Associates, Invoice #4, for Administration and Construction Observation in the amount of \$22,871.36, AIP Proj. #3-46-0001-35-2015, Stormwater Improvements II - Moved by Perry, seconded by Johnson. **MOTION CARRIED.**

Discussed: A meeting was held this morning with our engineer and the contractor. Starting Monday, they will start moving the dirt pile (Mt. Aberdeen). A letter will be sent out this afternoon for the 1 day closure of 13/31 next week (possibly on Tuesday) to get pipes installed to the safety area and do some grading on the wetland that is gets into ILS critical. We will coordinate with the FAA as it will impact the ILS. We will be cognizant to make sure we don't do this if we have inclement weather.

Item #10 Recommendation to pay B&B Contracting PE 2 in the amount of \$835,066.84 for materials installed and work completed thru November for AIP Proj. #3-46-0001-35-2015 Stormwater Improvements, Phase II - Moved by Johnson, seconded by Black. **MOTION CARRIED.**

Discussed: Project is 60 to 65 percent complete. About 4000' left of pipes to put on the ground out of over 20000' for the entire project. The snow had slow them a bit. They will be on break starting Dec 24th thru Jan 4th. The pumps are operational.

Item #11 Air Kraft Spraying – Hangar Move

Air Kraft Spraying concerns (Jake Kraft, owner; Hillestad, pilot)

- is the airport going to move his him, what is his out of pocket cost (heard different figures), what is the timeframe to vacate current location?
- does not feel the new aerial applicator area will work for 3 applicators

- prefers to stay at his current location; suggested closing off the taxiway, move the fence and they can use rwy 17/35
- his other option is that he would like a bigger hangar for bigger airplanes
- have we checked with FAA if the taxiway can go the other way as this would be cheaper than moving a hangar
- how would we regulate multiple aircraft
- can there be a loop in the new taxiway

Roggatz:

- this aerial applicator's hangar location has direct access to rwy 13/31 which had been discussed in past meetings
- would like to meet with Kraft, Hillestad, pilot for Kraft and City Manager Lander to discuss associated costs
- applicator will have to move in the spring timeframe to the new Aerial applicator area which will be named taxiway H (Hotel)
- there are engineering plans that we have to follow on taxiway configuration and the FAA will not pay for something for exclusive user.
- cost for the move was previously discussed was between City Manager Lander and Wilson, previous Transportation Director
- financially, we are not going to be able to add a taxiway or move a fence
- aircraft usage will be discussed with FAA once this taxiway is named
- loop in the taxiway will have to be reviewed by the FAA's engineers

Lander:

- aware of Kraft and Wilson's conversation on moving the building and providing an approach or putting that amount towards a new structure
- Kraft can discuss his concerns with the Airport Board, but the agreement details will have to come from his office
- would like to meet with Kraft, his pilots, Roggatz and the City Manager to start address concerns
- once they meet the Airport Board will have a document to review

Johnson stated this issue goes way back; 4 or 5 years and there were commitments of sorts made; maybe verbal and not aware of anything beyond this. Roggatz stated by setting up an initial meeting to work on the details. Then we can do necessary follow up meetings and can get moving forward by the spring.

Braun, Quest Av, added with providing fuel to one of the applicators, it is dangerous, as there is no place to move Hillestad stated when this area was built no one asked the Ag operators for their opinion. Roggatz stated unfortunately the FAA has standards they have to follow for taxiway development. A meeting will be set up with the City Manager's office within the next 2 to 3 weeks.

Item# 12 Airport Manager's report (Roggatz):

12a: Airline Operations – November enplanements is 2,657, deplanements is 2,376. Total passenger traffic is 5,033. Compared to November 2014 enplanements, we are down 5.1% and deplanements are down 3%. Total annual passenger traffic is up 0.1% over 2014 thru the end of November. One cancelled flight during the month of November; low visibility. We had 3 flights for 4 days in November this year versus 8 days in November 2014; load factor in the 80's percentile versus upper 50's November 2014. Delta is finding the balance of how many flights to provide during hunting season.

12b: General Aviation (measured in volume) - January through November 2015 GA fuel deliveries are up 15.4% over same timeframe in 2014. The total fuel deliveries for the three FBO's are up 7.5%, includes airline and cargo traffic. November 2015 GA fuel deliveries shows 23.6% growth versus November 2014.

12c: Other Projects

- **LED Lighting project** – LED lights received. We will install as weather permits.
- **Mowing decks** – waiting delivery
- **Parallel cutting arm** – waiting delivery

12d: Operations and Maintenance Report (Krokel)

Terminal

- Door wizard replaced; will look into a different vendor to compare price.
- G&R Controls performed semi-annual inspection for the heating system; Aberdeen Plumbing added 17 gal of glycol.

Vehicles -Rescue 10 had issues with Rhino. Found bad electrical connection and repaired.

Other

- Installed LED lighting in the sand shed and de-icing fluid tank area for safety measures.
- Pumped retention ponds for approximately 56 hours. Logged hours as required by SWP.
- A lot of hours spent on construction escorts
- Weekend custodial services were terminated by provider. Working on new RFP. Hours are being covered by staff.

Snow Event #1, Nov 30th – Dec 2nd

- 2 crews, 2 hours overlapped. Each crew worked approximately 14 hours, sometimes up to 17 hours.
- Used approximately 1000 gallons of de-icing fluid; left on hand approx. 3400 gallons
- Used approximately 12 tons of sand; left on hand approx. 60 tons
- Used approximately 1000 gallons of fuel; left on hand approx. 100 gallons
- Some clean up remains around landside and some behind the fence
- Repairs to snow removal needed.
- Need to clean up and wash vehicles.
- Estimated cost total is \$8,000 not including personnel cost

Braun stated best snow removal effort in a long time.

Item #12 Other Items:

Discussed pros and cons of piggy backing with Watertown air service going west.

Black moved, seconded by Perry. Meeting adjourned at 11:59 am.