

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
February 4, 2016

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

MEMBERS ABSENT:

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Lynn Lander, Mike Schmidt, Kevin Braun, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:02 am on Thursday, February 4th, 2016.

Item #2 Approval of Minutes from the January 7th, 2016 Meeting – Moved by Perry, seconded by Black. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting - Thursday, March 3rd at 11:00am

Old Business:

New Business:

Item #5 Bills for the Month of January – Moved payment by Black, seconded by Perry. **MOTION CARRIED.**

Discussed: Advertisement in Aberdeen Magazine has over 5,000 distribution and published every other month. With the de-icing purchased, we have 4300 gallons on hand.

Item #6 January Financial Report – Moved by Black, seconded by Gellhaus. **MOTION CARRIED.**

Item #7 Recommendation to pay Helms & Associates, Invoice #6, for Administration and Construction Observation in the amount of \$4,985.52, AIP Proj. #3-46-0001-35-2015, Stormwater Improvements II - Moved by Perry, seconded by Black. **MOTION CARRIED.**

Discussed: Some concrete work had been completed. The dirt pile is gone; top soil will be brought in this spring. Once weather allows, they will do final shaping and grading and complete the installation of the concrete aprons around the inlet. The fuel road used for hauling will be rectify soon to make it passable.

Item #8 B&B Contracting AIP Proj. #3-46-0001-35-2015 Stormwater Improvements, Phase II: Recommendation to pay B&B Contracting PE#4 in the amount of \$301,570.20 for work completed to date Moved by Gellhaus, seconded by Johnson. **MOTION CARRIED.**

Discussed: Pay estimate is getting the quantities up to date. They had finished up pipe work and top soiling. Also, the retainage was reduced to 3.5% as the project is substantially complete.

Item #9 Recommendation to approve SkyWest Airlines Lease agreement for EAS period 2016 through 2018 Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

Discussed: The new airline lease was reviewed by City Attorney. Changes in the lease are mostly on rates. The SDAMA conducted a survey of airports within the State this past year (Rapid City, Huron, Pierre, and Watertown). Raising some of our rates gets us in line with the other airports. Also changed the de-icing shed to exclusive use. Another change was in the insurance/indemnification as per our insurance provider and City Risk Manager's request. "Airport Response charges" was added to cover for services provided outside the agreement; it defines an hourly rate plus materials/supplies used.

Item# 10 Airport Manager's report (Roggatz):

10a: Airline Operations – Total January enplanements is 2,476, deplanements is 2,396. Total passenger traffic is 4,872.

Enplanement were up 6.1% and deplanement were up 5.7% over January 2015. No cancelled flights. January 2016 is the best we have on record since 2005. Departure times fluctuated a lot this month. Airlines does this periodically to hit certain bank.

10b: General Aviation (measured in volume) – No full report from all of the 3 FBO's. Report will be shared next month.

10c: Construction – discussed previous.

10d: Other Airports Projects:

- RFP for weekend janitorial services out today.
- RFP for Engineering Services is also out. It is an FAA requirement that this is done once every 5 years. An interview will be done for those firms who submit a proposal.
- New Phone system installed last week. Roggatz is working with NVC if the phone system has PA capability.
- Artwork from local artists were suggested to be placed in the baggage claim.

10e: Operations and Maintenance Report (Krokel)

Weather Events: Whenever we put machinery out and expending resources is what we consider a snow event. With 2 crews, our staff usually put in between 14 to 16 hours shift. We have a 2 hour overlap between 2am and 4am, when we have the entire crew in. This gives an ample opportunity to get the morning flight out. Chairman Erickson stated the staff do an amazing job.

- Event #5: 1/6-1/8/2016. 250 gallons E-36 used, 220 gallons fuel, 160 man-hours.
- Event #6: 1/10-1/11/2016. 80 gallons fuel, 49.5 man-hours.
- Event #7: 1/14-1/15/2016. 150 gallons fuel, 121.5 man-hours.
- Event #8: 1/16/2016. 120 gallons fuel, 29 man-hours.
- Event #9: 1/20/2016. 110 gallons fuel, 47 man-hours.
- Event #10: 1/23/2016. 15 gallons fuel, 7.5 man-hours.
- Event #11: 2/2/2016. 65 gallons fuel, 22.5 man-hours.
- Event #12: 2/4/2016. In progress

Part .139 compliance completed in January:

- Fuel farm inspections
- PAPI maintenance
- REIL maintenance

Vehicles/Equipment:

- Komastu Loader had a PM service and replaced door window latches.
- Replaced hydraulic couplers on the plow trucks and Volvo side wing.
- Replaced the broom core on the MB Broom, \$1,500
- Replaced air regulator on Rescue 6.
- Snow dozer is a box pusher. 14' 3 sided. Hard surface welding had been tested on the skid plates which had been working on the better wear on the skid plates.

Other:

- With the absence of Ride Line's mechanic, Airport staff helped with some repairs of Ride Line vehicles.
- Received delivery of 1,030 gallons of #1 Red Diesel.
- Received annual supply of custodial products.
- Replaced coolant level sensor for generator at the SRE building.
- Training was conducted this week on electrical safety and arc flash/arc flash training.
- Doing prep for wage and salary review that is coming up.

Item #11 Other Items:

Pierre/Watertown: DOT is working on an agreement for Watertown, Pierre and Aero Dynamics.

Airport Conference: Scheduled for April 6th -7th in Deadwood.

Update on Enterprise: Waiting for another bid for wiring set up for the TSA supervisor's new office.

Wage Study: An outside consultant was hired to do the evaluation. A comprehensive plan will be given to the City.

Moved by Perry to adjourn, seconded by Gellhaus. Meeting adjourned at 11:59 am.

APPROVED BY :
ABERDEEN AIRPORT BOARD
Michael Erickson