

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
March 3rd, 2016

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

MEMBERS ABSENT:

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Alan Johnson, Mike Schmidt, Dennis Beckler, Stan Beckler, Kevin Braun, Darryl Shook, Doug Fjeldheim, Elisa Sand, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:00am on Thursday, March 3rd, 2016.

Item #2 Approval of Minutes from the February 4th, 2016 Meeting – Moved by Black, seconded by Perry. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Monday, April 4th at 11:00am.

The SD Airport Conference is scheduled for April 5th through 7th in Deadwood. Registration deadline is March 21st. We will limit to 2 members to attend, if anyone is interested.

Old Business:

New Business:

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

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

Discussed: Awaiting to receive the new signed SkyWest lease agreement before the weeks out.

Item #7 AIP Proj. #3-46-0001-34-2014, Wetland Mitigation and SW Improvements Phase I

Recommendation to accept and approve B&B Contracting CO #3 increasing contract amount by \$9,897.98 - Moved by Black, seconded by Gellhaus. **MOTION CARRIED.**

Recommendation to pay B&B Contracting PE #12 in the amount of \$39,897.98 for materials and work completed-to-date – Moved by Perry, seconded by Black. **MOTION CARRIED.**

Discussed: Pay estimate covers the work completed on the CO above and the reduction of the retainage. They are finalizing the SCADA upgrades. This should be done in the next week or so. The SCADA will be rerouted to the Waste Water Treatment Plant. The set-up is with alarm dialers and the airport will be contacted. Each pumps has an hour meter.

Recommendation to pay Helms & Associates Invoice #16 in the amount of \$1,947.37 for Construction Administration and Resident Engineering Services – Move by Perry, seconded by Black. **MOTION CARRIED.**

Discussed: Pay estimate covers inspection time on the additional work and the as built.

Item #8 Recommendation to pay Helms & Associates, Invoice #7 in the amount of \$12,888.20 for Administration and Construction Observation on AIP Proj. #3-46-0001-35-2015, Stormwater Improvements II - Moved by Gellhaus, seconded by Black. **MOTION CARRIED.**

Discussed: Field work are done. Waiting for spring to do clean up, grading and seeding.

Item #9 Recommendation to pay Helms & Associates, Invoice #6 in the amount of \$16,481.60 on AIP Proj. #3-46-0001-35-2015 Runway 17/35 Decoupling Design Phase, 51% complete - Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

Discussed: Covers the work on planning. A letter to move forward with the current length and width of rwy 17/35 was received from the FAA 6 weeks ago. We worked on getting the performance characteristics of aircrafts from our GA users and GA tenants that utilize the field and with Helms putting the justification together to get this project to move forward. Depending on the funding level this fall, we will look at what can be done with the dollar amount. With Helms help, we will look at different options on how we

would layout our taxiway configuration whether we move rwy 13/31 after this project or not, or over towards the GA ramp. We hope to break ground on Phase 1 this fall. There will be a lot of planning to get done to make sure we are minimizing impact to everybody on the field and making sure we have access set-up on the field.

With phasing the project Extending the Runway will probably be done first. Whether or not they would let us displace a threshold with 6 900' primary runway will be a question for the ADO office. They might not fund this portion. They may make us shutdown 17/35. Once the final determination on configuration has been received, a time to meet with the tenants and the airline will be set-up to go over the safety plan and phasing.

Item #10 Request approval to Advertise for Bids to Lease Real Estate – Hayland – Moved by Perry, seconded by Black.
MOTION CARRIED.

Discussed: A map was provided with updated information of the current airfield layout which includes Phase 1 and 2 of the Stormwater Improvement and Wetland Mitigation project. There's less acreage to lease out. The way we will bid this out is people can bid on how ever many tracts and give a price per acre for that intended lease and we will take the highest bid.

Previous lease rate was based on the lowest production price of the North Central region based on the information from the Extension Office. The lease was for 5 years with 2 additional 5 years. The grass was changed to Brome. Beckler, who had farmed the land since 1981 stated he does not know how he will bid this. The problem he has is most of the tracts now are not worth bidding as they had been tore up so much with construction. Also, some of the field access had been changed that it would be hard to access some tracts.

The areas that had been disturbed by construction will be reseeded and fertilized by the Contractor this spring. The intent is to lease out the land for 5 years. The Airport understands there are areas that had been disturbed and this will be adjusted in the first year of the contract.

Item #11 Result of RFP for Engineering and Aviation Planning Services for period of 2016 through 2020 – this is an FAA requirement to do an RFP for Engineering and Aviation Planning services every 5 years. The proposal packet was sent to 3 different firms and advertisement was posted in the local paper. An engineering firm out of Rapid City also inquired, but did not submit. Helms was the only firm who submitted their qualifications. Moved by Gellhaus, seconded by Perry to accept Helms & Associates to provide Engineering and Aviation Planning services for Airport project period 2016 through 2020. **MOTION CARRIED.**

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

12a: Airline Operations – February enplanements is 2,164, deplanements is 2,190. Total passenger traffic is 4,354. Enplanements are down 2.2% and deplanements are down 1.2 over February 2015. There were 2 cancelled flights for the month of February.

12b: General Aviation (measured in volume) – January 2016 GA fuel deliveries are down 2.2% over January 2015. January total fuel deliveries (includes cargo and the airline) are up 1.9% from January 2015. February GA fuel deliveries were up 31.1% from February 2015. February total fuel deliveries were up 15.1% over February 2015.

12c: Construction – discussed previous.

12d: Other Airports Projects:

Salary Study – the City is going through a salary study. Airport employees' survey were completed and submitted on March 1st. On March 21st, there will be a representative from the consulting agency here to interview a few of our staff. One person in each position at every level within the City will be interviewed.

Move of TSA Supervisor's Office – NVC completed the cabling work. There are a couple of other items that we have to finish up, then the GSA can be called for their approval of the new space. Enterprise will then occupy the old TSA office. They will have some construction work that they will need to complete to get it set up to their standard. We are working with the City Planning to make sure they are in compliance of the City requirements.

Art in the Terminal – A couple of the local artist was contacted as suggested. They will be doing a walk thru this afternoon.

PA Announcement – NVC is looking into our system of what the capabilities are of getting a pre-recorded announcements.

Marketing Travel to MSP – contacted "Meet Minneapolis" which is the Minneapolis area of CVB. Awaiting response from them. Distributed a copy of the advertisement that is in the current issue of the Aberdeen Magazine; photo was provided by Rich Krokkel. There is no co-op funding from Delta when we include them in our advertising. It was suggested in future advertisement run, to call on the FBO's and the Car Rental's if they are interested in co-op funding and also using the American News for advertising.

12e: Operations and Maintenance Report (Krokkel)

Weather Events: Whenever we put machinery out and expending resources. We operate with 2 crews. Our staff usually put in between 14 to 16 hours shift with 2 hour overlap between 2am and 4am. This gives an ample opportunity to get the morning flight out.
- From 2/4 through 3/1/2016, we had 7 weather events. We used 1,000 gallon of fuel, approximately. No de-icing fluid or sand used.
Expended about 400 man hours. .

Terminal – the baggage claim fire roll up door was significantly damage. We contracted a local vendor to provide a quote.

Vehicles/Equipment:

- MB Broom - last month, it was reported that we replaced the broom core. This was done again this month, slightly over a month wear. Replaced the tricycle wheel/seals and done other repairs. This is our first out, last in equipment for snow removal.
- Replaced tires on multiple vehicles/equipment.
- Leased Tractors – they are in and radios have been installed.

Other:

- Completed a number of training for staff on electrical, arc flash, snow removal plowing tips, cell phones in work place, etc.
- Completed FAA webinar on NOTAM Manager.
- Completed the input phase of the Salary Study with Condrey.

Item #13 Other Items:

Training for Disaster drill will be scheduled in June.

Update on Jake Kraft request (idea of possibility tying in the area where he is at and getting them over to twy C) - still awaiting response from FAA. Our contract had been in and out of the office.

Crack sealing around the driveway and parking lot – will be looked at this spring. Money had been budgeted to take care of some of this, both airside and landside.

Moved by Gellhaus to adjourn, seconded by Johnson. Meeting adjourned at 12:14pm.

Michael Erickson