

MINUTES

ABERDEEN REGIONAL AIRPORT BOARD

Regular Meeting

April 4th, 2016

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

MEMBERS ABSENT: Lon Gellhaus

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Lynn Lander, Mike Schmidt, Kevin Braun, Brett Anderson, Mark Caven, Darrell Hillestad, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:01am on Thursday, April 4th, 2016.

Item #2 Approval of Minutes from the March 3rd, 2016 Meeting – Moved by Perry, seconded by Black. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Thursday, May 5th, 2016

Old Business:

New Business:

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

Item #6 March Financial Report – Moved approval by Black, seconded by Perry. **MOTION CARRIED.**

Discussed: Enterprise will be paying the same rate (7%) as the other car rental companies. Also receipted on March 25th; \$260,734.18, from FAA as a reimbursement from an Engineering Services agreement that would have been needed for the movement of rwy 13/31. The agreement was signed in 2011, updated in 2014 and has an expiration of 5 years from the original date. The money that had been charged down (about \$40,000) will be reimbursed under the Airport Improvement Program at 95%.

Item #7 AIP Proj. #3-46-0001-35-2015, Stormwater Improvements, Phase II

Recommendation to pay Helms & Associates Invoice #8 in the amount of \$2,433.11 for Construction Administration and Resident Engineering Services - Moved by Johnson, seconded by Black. **MOTION CARRIED.**

Discussed: Dirt work done and seeding will follow soon, hopefully in a couple of weeks. Ground temperature are still pretty low.

Recommendation to pay B&B Contracting PE #5 in the amount of \$15,147.60 for work completed-to-date – Moved by Black, seconded by Perry. **MOTION CARRIED.**

Item #8 Recommendation to pay Helms & Associates, Invoice #7 in the amount of \$39,555.84 on AIP Proj. #3-46-0001-35-2015, Runway 17/35 Decoupling Design Phase 75% complete - Moved by Johnson, seconded by Black. **MOTION CARRIED.**

Discussed: We continue to have an ongoing meeting with the FAA ADO every couple of weeks. With the upcoming Airport Conference, we can meet with their staff regarding this project. A draft Construction Safety Phasing Plan had been submitted for their review. This is currently broken down into 2 phases. The 1st phase is the shutdown of rwy 17/35 for a significant amount of time (estimated at a couple of months) while we do the extension to txy C (Charlie) and 17/35 on the south end of the field, then decouple up to the safety area of 13/31. Phase 2 will reopen 17/35 and close rwy 13/31 for no more than 7 days (liquidated damages may be assessed if closure is more than the time allotted). We'll continue to work with the contractor to keep the main runway closure as short as possible. Avoiding closure of rwy 13/31 during the busy season (hunting season) will be taken into consideration. Depending on the funding situation, Phase 2 of this project might not happen until next spring (is tearing out of 17/35 that is within the 13/31 RSA). The purpose of removing the North connector is that this has the worst pavement condition of the 3 existing ones we have. And FAA will not support 5 connectors on a runway of our size. On the south end of the field, the fence cleared the departure surface and is out of the safety area. This had been verified back in 2007-2008.

Item #9 Recommendation to pay B&B Contracting PE #13 (FINAL) in the amount of \$29,410 on AIP Proj. #3-46-0001-34-2014, project is complete - Moved by Perry, seconded by Johnson. **MOTION CARRIED.**

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

10a: Airline Operations – March enplanements is 2,024, deplanements is 2,211. Total passenger traffic is 4,235. Enplanements were down 1.9% and deplanements were down 8.7% over March 2015. Even though these numbers sound quite significant decrease, we are still well above average for enplane/deplanements in March over the last 11 year period. The reason for the down turn this month might be because of the 3 cancelled departures and 3 cancelled arrivals for the month of March. There were also a few lengthy delays, where passengers had to make other accommodations. All of the delays and/or cancellations were due to weather or maintenance.

There is an Interim Manager for DGS. Holly is from International Falls and has done a great job on improving a lot of things at our station. With our office she's been coordinating on addressing SkyWest operations.

10b: General Aviation (measured in volume) – March 2016 GA fuel deliveries are up 42.9% over March 2015. March total fuel deliveries (including those of cargo and the airline) are up 30.1% from March 2015.

10c: Construction – discussed previous.

10d: Other Airports Projects:

Move of the TSA Supervisor's Office – last week TSA supervisor's office moved.

Art in the Terminal – the Art Council is putting information out to "Make a Call to the Artist" in June. The hope is to have something towards the end of July for the artwork. What's been discussed was possibly changing the artwork (tied to the area, NESD) every 6 months.

PA Announcement – the system was ordered through NVC.

Ramp LED lighting – the install will take place this month. Ringgenberg Electric had the lowest bid.

Request for an alternate taxiway for the Ag sprayer (Air Kraft Spraying): *Hillestad request was to possibly tie in from his current location into taxiway C which is the north/south parallel taxiway to 17/35. We cannot continue to allow the access that he current has onto our main runway, rwy 13/31. This was not necessarily an issue 25 years ago with FAA rules, but now it is a major issue having direct access onto a runway.* We took his suggestion, worked with our engineer on cost estimate and discussed with the FAA. Our ADO contact was out for a while on a family emergency. A response was finally received recently and we are working with him. Roggatz will set up a phone call by the end of the week to discuss the possibility of moving forward. It was mentioned that a turnaround lane on the current Ag Sprayer area is still needed as there was problem there last season. Roggatz stated this had already been mentioned before and they know the safety concern. Right now the idea of a turnaround lane is not currently in the ALP (Airport Layout Plan) and that we might want to add in the future.

10e: Deadwood – SDAMA – Roggatz is the elected President. They will discuss the status of the SD Aeronautics Trust Fund.

10f: Operations and Maintenance Report (Krokel)

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. – We had 2 unique weather events and the cost of deicing used was \$6,600.

Terminal – cleaned terminal chiller condensing unit. This is done 3 times per season.

Vehicles/Equipment:

- MB Broom – replaced core assembly for the drive. We are rebuilding the old one to use as spare. Also replaced bushings and replaced the right rear wheel seal of the broom.
- Rescue 6 – replaced headlights and rebuild 2 ½ valve for discharge pump.
- New tractors and mowers are field ready. The parallel arm mower to use for the ditches had been attached and we had done some training on attaching and detaching; to help with proper method of doing this.

Other:

- Construction project escorts provided.
- Performed semi-annual maintenance on the rotating beacon and airfield signs.
- Replaced drive sprocket and shaft on Ag gate #35. Vosika is still honoring warranty.
- Completed some safety trainings using DVD's provided by our City Risk Manager.
- Completed the interview phase of the Condrey Study.
- Kevin Green our night staff submitted his resignation. His last day of work is Friday April 8th.
- Working on the list for City Auction. We will not have a vehicle to surplus. We will share one of our older vehicle within the Transportation Department.

Item #11 Other Items:

Security checkpoint – procedure used; pat down versus using the wand.

Open Meeting Law – a change was made on Ordinance readings. Used of email/quorum is already in place and is prohibited. City Manager Lander stated this law applies to all Boards, including Advisory Boards. Invite City Attorney to next month's meeting to discuss the rules and the dos and don'ts.

Moved by Perry to adjourn, seconded by Black. Meeting adjourned at 11:58am.

APPROVED BY :
ABERDEEN AIRPORT BOARD
Michael Erickson