

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
February 3, 2011

MEMBERS PRESENT: Mike Erickson, Rolf Johnson, Nate Zeeb, Steve Kaiser

MEMBERS ABSENT:

OTHERS PRESENT: Mike Wilson, Bob King, Jeff Catron, Kevin Braun, Mitch Aman, John Aman, Cory Biegler, Terry Helms, Darrell Hillestad, Comm. Mike Wiese, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:35am on Thursday, February 3, 2011.

Item #1 - Mike Wilson was introduced as the new Transportation Director.

Item #2 - Zeeb moved approval of the minutes from the January 6, 2011, seconded by Kaiser. Minutes were approved with correction.

Old Business

Item #3(A) Lights for sign - Kaiser stated he looked at the lights for the signs last night and it's horrible. Have we looked at them at night? King stated he does not think they were that bad. Kaiser stated you can't see it. The terminal one is lit from the east side a little bit by the street light. The other side forget it. Aman added the passenger terminal entrance light is on 24/7. Shouldn't this be on photo eye? There is no reason to have them on when the sun is shining. King stated he does not think there is a photo eye in this and it is LED lighting and the cost will be very minimal. Aman stated the lighting is pretty minimal too. It's almost nonexistent. The GA terminal sign is absolutely horrible. Braun asked how much was the cost for this. King stated it is right around \$1,500. Braun stated as a tax paying citizen he suggest not to approve this bill. Zeeb asked was the lighting put in according to what we asked for. King stated yes. Zeeb stated so did we just bid it wrong. Kaiser thinks we need to get a sign experts involved. Wilson asked are these internally lit also. King stated no they are a stand out bracket that shines down across the sign. Wilson suggested for now we do some reflective lettering on some parts of the sign to get us through the winter. King stated he thinks this was already discussed when Osborn was here and that it would not look too good. Wilson stated he thinks that we should do old business have it down on the agenda. This way Wilson has time to research it. Kaiser stated this can be put down for next meeting. Kaiser stated the best thing is an illuminated sign with the back lit.

Item #3(B) Jet Bridge - Comm. Wiese asked what is the status on the repair for the bridge. King stated the part had been on order the next day after it broke. Wilson thought that we were expecting this Friday. Comm. Wiese asked are we anticipating that staff will do the repairs. King stated yes. The bridge had been down for about a week.

New Business

Item #4 January Bills - Wilson stated Northern Valley and Northwestern Energy were added to the total of the bills for the month. Zeeb moved approval of the bills for the month of January, seconded by Kaiser. The new TV was put in the Observation room to replace the plasma that was going bad which is now being used as the monitor for the security system as the monitor for this system quit. It was a lot cheaper to buy a TV than a new monitor. The monitor will be placed in the future City Surplus. Chairman Erickson asked about the new heating system in the new shop. Wilson stated he has some questions on this. The new shop was around \$400 for gas and the old one was \$1,300 last month. The staff are going to be moving everything out of the old shop and we are going to winterize it and turn off the gas. There is no need to spend that much money on something that is used pretty much as cold storage. Kaiser asked about the Ringgenberg bill for the De-icing building as he thought this was a separate funding. King stated yes. This is the bill that we had to have the building wired. **MOTION CARRIED** to pay the bills for the month.

Item #5 – Financial Report - Wilson stated Quest Aviation and South Trend Realty are now paid and these are the changes on the financial report. Also the balance on Hangar 9 has been split up between Hangar 9 and Morris Rigg. Hangar 9 for \$216.40 and Rigg for \$270. Johnson stated it looks like Delta is two months back. This is correct, November and December and payment for November was received February 1st. Johnson moved approval of the financial report for the month, seconded by Zeeb. **MOTION CARRIED.**

Item #6 – Airport Marketing - Kaiser stated he had asked the Board for some suggestions on marketing and they are working on this. Wilson stated there is some money, but not a whole lot in the budget for this. We do spend the money on the Air Show and last year we used it with Sixel Consulting to look into the fees for the Airport. Wilson stated he's all for doing marketing. It means more passengers flying out of here. This is one of those things we can look into. To figure out what we need to do and what we want to do and what works. Zeeb stated he had seen Sioux Falls airport has a nice commercial put together telling the benefit of flying out of Sioux Falls versus Omaha and Minneapolis. Wilson stated he had heard some airports doing jingles playing them on the radio advertising lower fares. Wilson stated we can advertise we are lower than what we have been and no parking fees. Wilson recently took a trip out of Sioux Falls and it cost them \$66 in parking. This is when he was living in Brookings. It was also driving 45mph all the way on the interstate there and back because the weather was bad. If we push some of these points across to people that the Airport is here, they don't have an hour to two hour drive depending on weather and no parking fees. Aman stated at last month's meeting it was discussed doing something like a Fly Inn pancake breakfast on a weekend. Have we talked to Roeker about this or has it been taken any further. Johnson thought that Roeker talked about having a meeting in January. Kaiser stated we had a lot of help last year from downtown too. They would like to see us do an event. We can get CVB involved. Aman is not sure if Georgia Smith had been replaced as Sizzling Summer Nights corresponded with the Wheels and Wings weekend and who knows where this is going. With the pancake breakfast, Wilson thinks this would be more of an FBO doing something like this as they have the building space. Kaiser stated what we have done with the Air Show in the past three years including last year, the Lion's Club put on the food. Last year there were other vendors too. Wilson asked if this is in a tent. Johnson stated yes. Aman stated something else to consider along with if they are or are not going to do an Air Show or Static display just to get more public in and get the interest in aviation going. King stated we are due for an Air Show this year. Aman stated his brother is a licensed tandem jump master and has expressed interest of trying to get something together for bringing folks in and some other jumpers and do some tandem dive on a weekend here in Aberdeen and get it set up on the Airport.

Item #7 – Pay Request from Helms and Associates - Zeeb moved approval to pay Helms and Associates PE #3 for Construction Administration and Engineering Services for AIP Project #3-46-0001-30-2010 in the amount of \$4,116.05, seconded by Kaiser. Helms stated this bill is for contract administration for the GA Apron, interaction on the Hangar 9 project, assembling pay estimates, pre-construction conference and materials certification. **MOTION CARRIED** to pay Helms and Associates PE #3.

Item #8 – Pay Request from UPCI - Johnson moved approval to pay UPCI PE #1 for materials stored on site in the amount of \$14,601.70 for AIP Project #3-46-0001-30-2010 for GA Apron Expansion, seconded by Zeeb. Johnson asked was the materials just brought in within the last month. Helms stated this is correct; they are electrical materials like conduits. Aman added when they bid the apron expansion part of it was that the electrical contractor was going to try to get the main cable feeders moved from between the buildings to the other side over by the taxiway and reconnect. Johnson stated bringing the materials in now is not going to do a lot. Aman stated he thinks the materials probably were in earlier, but the electrician was not able to get here before the ground froze. Helms stated in general condition Federal specifications allow for payment of materials stored on site as long as we reviewed and approved the materials and we have evidence from the contractor that it is his materials and he has insured the materials and is stored properly. Helms stated this has happened. Johnson asked if the contractor is responsible for any loss. Helms stated yes; it is his until it is installed. King stated at the pre construction meeting Muntean brought pictures verifying that the contractor had the materials on site. **MOTION CARRIED** to pay UPCI PE # 1.

Item #9 – Hangar 9, Inc. - Zeeb moved approval to pay Lien Transportation PE #4 for the Access Road Improvements project in the amount of \$6,055.20 (for 2-20' gates), seconded by Johnson. **MOTION CARRIED**.

Item #10 – Extension of Lease #42 - Wilson stated LIVE TV has equipment that is stored in our old SRE building and we have a lease for them. They are increasing the rent by 3% with twelve month renewal. The rent now is at \$208.33 and they are increasing this to \$214.58. Zeeb asked if this is a space we need for anything else. Wilson stated this is in the old SRE building which is a good little income for us. Kaiser moved approval of the lease extension for LIVE TV, lease #42, seconded by Zeeb. **MOTION CARRIED**.

Item #11 – Discussion on PPR - Wilson stated they used PPR in Brookings also when they have to closed runways. There was a phone call between all the Part 139 certificated airports in North Dakota, South Dakota and Minnesota probably three years ago and this was discussed then. The issue is when there is snow and the crosswind runway was closed, and say the only runway approved for air carrier operations is the main runway. If you are to close this runway for snow removal and if you are pushing it from one side to the other; you would close it. The jet (Saab 340 or Beech 1900) is supposed to be coming in, in an hour and we had that runway closed and they wanted to dispatch the aircraft but wouldn't because of the runway being closed. What they decided to go with was the 15 minute PPR. This way they can dispatch the aircraft and we know that they are coming in at a certain time. Our staff are there and we just want radio communication so that we can update the pilot that we need 10 minutes to get out of their way and clear the snow out of their way. This is when this PPR came about. PPR is only to be used during bad weather when we are out there and we are not able to get in and issue and cancel NOTAM's. It's just going to increase our time. Also with limited staff it is nearly impossible to get in and cancel and update NOTAM's all the time. Wilson had talked to Hillestad in trying to work out some way that we can get his insurance to still cover, if we do. We can put down some numbers

each day on a log, every time someone is to issue a PPR NOTAM, have some numbers that we can have in the shop and also in the vehicle. Whenever we clear them to land we will then give them a four or five digit number. They can forward this to flight service to get a recording this way or write it down in their plane. Maybe this will clear Hillestad's insurance. Wilson stated he does think that PPR is needed when the snow is bad enough where one runway is closed and we are trying to clear the other runway. It's mostly just for time where we would have to close it for 15 to 20 minutes and we do not have time to keep jumping back and forth with NOTAM's. Wilson had talked to Watertown and they are using personnel and equipment working NOTAM's. Wilson asked how this is covering them if someone calls in that they are on 2 mile final. How does it help them if they have a windrow in the middle of the runway that they can't clear within 2 minutes? Watertown agreed they are not covering themselves and have to look into this. Wilson added there are times where people do need to close their runways and with the NOTAM system it is almost impossible to keep going back and forth to close one and open one. Braun asked what would be the length of this closure with the PPR going to be in a day's time. Wilson stated it will depend on the storm. If we are getting snow through constantly and they are having to push across the runway Wilson thinks we need it. If there is a case where we have full staff throughout the day during the week, Wilson does not think we would need it that often as he can be in the office updating NOTAM's if needed, but there is a little bit of lag time too. So far Wilson checked the records for November 2009 on and it's been used 3 times here in December 20th, 23rd and 30th 2010. Braun from Quest stated as an FBO operator this is starting to affect their business. With the runway either closed or the PPR's, because Braun has local people that have to put more fuel to come home because they do not know the situation when they get here which affects his fuel sales which affects the Airport's fuel commissions. We want to entice the Aberdeen South Dakota Airport, but we are doing the opposite with this as we are driving them away. General Aviation and corporate airplanes are bypassing us because of all the hassle that is going on out here. It is affecting businesses like Aman's, Aberdeen Flying Service and Quest's and it is frustrating and tiring. The economy is not going to support it all, so we need to get a plan that is going to work. Catron and Hillestad local pilots will tell you that they are hauling more fuel home because they do not know what is going to happen when they get here. Wilson stated so they are seeing the NOTAM with the 15 min PPR, CTAF or a phone number and are just waiting on it. Hillestad stated he knows that there was this one time that it was on in the morning and stayed on all day long and stayed on all that night. This is the one time that Hillestad remembers. He never kept track of when it is on. He's been fortunate as he never hit this situation yet, but the freighters deals with it in the morning. Catron stated we have the worst reputation at Aberdeen South Dakota. Hillestad stated we do. There is no doubt about it. With men and equipment on the runway and the PPR has everybody stirred up. Wilson stated he met with staff today about personnel and equipment working and told them that if we are using personnel and equipment working do not leave it out there if we do not have personnel and equipment out on the runway working as people will say Aberdeen always has this on. Braun stated damage has been done previously and it will take a lot to restore that confidence. Hillestad stated this is the worst airport in the country. They talk to everybody and they know Aberdeen. Wilson stated he is trying to work on this and met with staff on NOTAM's to get them off if not needed. Hillestad stated one of the funny comments from some of the pilots that come in here with men and equipment is that they would land on highway 12 as there is less car traffic. Wilson stated for the PPR the other option is closing runways, but then the flight is not going to dispatch. Wilson only wants this NOTAM being used if the case is the runway needs to be closed. Hillestad stated he agrees with this. Wilson added maybe we can limit it and if it becomes less we will take it off. If there's people not here overnight and the conditions are that bad we need to increase the PPR to an hour if we still want to provide for someone to come in and we cannot man a 24 hour shift or we just need to close the runway if it is zero visibility and the snow is pouring in faster than we can keep up. Kaiser asked was the reputation built up in November, December of this year. Hillestad stated this had been a five year battle. Kaiser asked what are the differences between Watertown and Aberdeen or Aberdeen and Pierre. Wilson stated removing NOTAM's is all. Hillestad stated NOTAM was one issue and then we have the shop on the other side of the runway. The pilots that flies across the country, Pierre and Huron uses the same frequency as Aberdeen and they hear the maintenance traffic that is going across that end of the runway all the time to that shop. There is unbelievably a big amount of car traffic on this Airport compared to any other airport around anywhere Hillestad flies. Wilson stated one thing he will say on this is that he had done tours on one of the airport mentioned; they did not make any radio calls when they were out the runway and he was with the manager. Our staff at least is making the radio calls for being safe. Wilson does not agree not making the radio calls; we need to make the radio call. Hillestad stated about a year ago when he got so upset there were vehicles pulled in front of him three times. They all made their radio call and they pulled up. Hillestad would rather see them not use the radio and look out the window and not depend on that radio. Wilson stated this was also discussed with staff. They are now to wait 9 to 15 seconds after their radio call. The point of this is for them to make their radio call, listen and look around and make sure there are no planes coming in. Hillestad stated this is a non-radio airport and if they look around he does not have a problem staff driving out there. Wilson stated he is big on this as he had an issue in Brookings with an FAA employee from Sioux Falls who pulled in front of a plane on final and the employee was put on leave. Hillestad stated he thinks Wilson has a handle on things. We just need to use a lot of common sense about the PPR and just can't throw it out there. Wilson stated if we are in a case where we need the PPR and say that Hillestad is trying to leave from Sioux Falls, all we really want with that NOTAM is a heads up on when Hillestad is coming in so we can have the runway cleared at that time. Wilson would rather have an hour notice than 15 minutes so we can get the staff to clear the area. Hillestad stated the other day he was out in LA and it was 4 1/2 hours before he got here. Wilson stated if the NOTAM is already out to give us a call. Hillestad stated if he was coming this far and he sees this NOTAM he plans on stopping in Pierre to get fuel as he doesn't know if he has to circle. Braun stated this is what he is saying. These guys are having to bring more fuel home which is reducing the FBO's fuel sales which is reducing the airport's fuel commissions because these guys does not have the confidence in this Airport anymore. Kaiser stated our Airport is known for being much fussier about issuing NOTAM's. Catron stated he agrees with this. Hillestad stated if you see the same

NOTAM all the time it's a common joke that this Airport always has this on. If you put it out too much pretty soon people will ignore it. Braun stated the key is to get the snow and ice on the runway off as fast as possible. If we have five pieces of equipments use it and get off. Wilson stated this is fine. The only time Wilson thinks the PPR NOTAM should be used is when the weather is bad and it keeps coming in. Also we cannot afford to just have all five equipments just on the runways as we have parking lots and other things to get to. Hillestad stated Wilson has the right grasp and as long as they can work together, they'll work through it. Wilson stated he will try to limit it and not guaranteeing that is not going to happen if we have bad weather if we need to get the airline dispatched into here. Hillestad stated to keep in mind we keep saying the airline. This Airport is not just for the airline. Wilson stated but the PPR NOTAM is for dispatching the airline.

Item #12 – Airport Manager's Report - Wilson stated we are not going to have travel requests on the agenda as under \$600 the City Manager does not approve them. What we will do is update the Board of what the conferences are and where we are going. We have the 2011 Airport Conference coming up at the end of March. If anyone is interested in going just to let us know. Wilson and King will be going. Bob Pagel is going to Huron for Ag recertification training on the 9th.

Wilson stated we will be getting a beverage machine hopefully into the secure area. We are getting estimates on wiring. This way people can take beverages on the flights with them. We are also looking at rate increases sometime on the beverages.

Wilson stated he is changing the agenda. He would like the old business brought up ahead of time so he has time to research it. The format will be Old Business, Airport Marketing, Discussion on PPR, then the new business, and the other business is an introduction of topic for future agenda.

Zeeb asked where we are on replacing Bensen on the Board. Wilson stated he will wait on this until he knows everybody and gets things set up a little bit better. The City Manager is having Wilson take care of this and will probably take a few months.

Item #13 – Other Items – No items were introduced for future discussion.

The meeting adjourned at 12:32pm.