

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
April 7, 2011

MEMBERS PRESENT: Rolf Johnson, Steve Kaiser, Nate Zeeb

MEMBERS ABSENT: Mike Erickson

OTHERS PRESENT: Mike Wilson, Bob King, Gary Dahlerup, Sam Muntean, Jon Swenson, Eric Rongen, Mitch Aman, John Aman, Darrell Hillestad, Jeff Mitchell, Comm. Mike Wiese, Rhea Ketterling

Vice Chairman Johnson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:36 am on Thursday, April 7, 2011.

Item #2 - Kaiser moved approval of the minutes from the February 3, 2011 meeting, seconded by Johnson. **MOTION CARRIED.**

Item #3 - Adoption of agenda was moved. **MOTION CARRIED.**

Item #4 – Due to conflict in Wilson’s schedule, the next meeting is rescheduled for Monday, May 2, 2011 at 11:30am.

Old Business:

Item #5 – Airport Marketing –Wilson reported he ran radio ads for three weeks and we are still doing the Stump the DJ on 94.1 at 7:40 am which will be running for three months. Kaiser reported he met with Ochs and Blackstone from the Chamber. They have volunteered that for the next billboard change they will let us put up the message about the airport. They also said that they would assist us with sign displays at check-out points instead of table tents. Kaiser will work on some ideas on this. We are also hoping that Absolutely Aberdeen will commit to a campaign of some kind with some of the contributions they have available. Kaiser and Julie Johnson haven’t met yet on this. Kaiser asked about the 2nd jet service. Wilson stated we are scheduled the jet, but as needed they would put as down to Saab if they need the jet in other places and we do not have the numbers. Wilson thinks this had happened once or twice. Johnson asked what the strategy with the radio ad was. Kaiser stated it was okay. It was very informative and the Chamber liked it. Wilson stated he was trying to push the convenience of using the Airport and the free parking. We are not able to guarantee price, so Wilson was just trying to push the convenience of flying out of Aberdeen versus getting stuck somewhere because of weather and so forth. Johnson asked about the Air Show. Wilson stated he has not done anything with this and Roeker had said she will not be running it. We will need somebody else to chair the committee.

New Business:

Item #6 – March Bills – Kaiser moved approval of the bills for the month of March, seconded by Zeeb. Kaiser stated it seems that we are spending more on fuels. Are we covered? King stated we have been spending more because we have been out doing more. Kaiser stated the increase they see is largely because of the extra snow removal. Wilson stated he just looked at the budget recently and we are looking good for the year. **MOTION CARRIED** to pay the bills for the month.

Item #7 – Financial Report – Zeeb moved approval of the financial report for the month of March, seconded by Kaiser. **MOTION CARRIED.**

Item #8 – Surplus Items for City Auction – Zeeb moved approval of the surplus list for 2011 City Auction, seconded by Kaiser. Wilson stated some items are not working, but we still have to list them so it shows that we are not taking it for personal use. We are also getting rid of the 2003 Chevy Astro van. **MOTION CARRIED** to surplus items on the 2011 list.

Item #9-Request from Hilltop Aerial Inc. - Wilson stated Hilltop would like to construct a hangar. They would run this year without a hangar and build the hangar this fall. Wilson had looked at the area where we are planning on doing the hangar and there are a lot of issues with it. We already have Agri Max/Performance Ag operating in this area which we will need to move their facilities. Wilson showed the Board where Performance Ag is currently at and where the new taxiway would be. Some of the issues in this area are that without an Environmental Assessment (EA) being done there are wetlands and flood plains. We cannot get anything constructed in this area until we have the EA done and we get everything mitigated. Another issue is that the City had abandoned the road here and we will have to do quite a bit of maintenance having three businesses on this road. The County maintains a portion of the road where there are pretty large pot holes. If we use the area where County Road 14 South, we can have approaches in, it will have nice access for everybody. We do not have to do signage to route people all the way around

the airport to get back to the businesses. There are no wetlands impacted, it does not prejudice the outcome of the EA because the new runway option still fits. The drawings are shown with a blue outline of the future apron; this will be quite a few years down the road. We were looking at possibly doing an apron in the future and we are leaving room for this. We will probably have to tweak where the taxiway is as this is just a rough drawing. Wilson is aware that Performance Ag has a lot more space than what was shown in the drawing, so we might have to move it a little bit to the north. We will make everything work in there for it. The FAA likes this option a lot better because we can't impact wetlands, we can't impact any other things until the EA is finished. The other thing is that in the future Martin Beving's operation will most likely have to be moved here too, to stop him from having direct access to the runway. There are added City costs, but there are also City savings and not having to maintain the road. It is also about 800' less asphalt for the taxiway itself. For Hilltop lease, we will most likely run a temporary location this year over by Performance Ag and then this fall they will also be constructing their hangar in the proposed area. We will get Helms and Associates under contract to do the design and possibly bid it. With FAA funding right now, our AIP funds are out through May 31st. For now, we will get a City contract with Helms and have it reimbursed in the future once we get a grant. Muntean from Helms stated Wilson covered most of the points that they talked about. One of the other things that they added is that this does keep all the main access points to the Airport all on one side, so safety and security is covered. Everybody accessing the Airport is coming from the same side of things. Johnson asked if there is anyone representing Hilltop. No one from Hilltop was present at the meeting. Johnson asked Swenson, Performance Ag if he has anything he wants to add. Swenson stated going on this side of the field is a good thing. It's a nice place and he had driven there. Swenson added he thinks it is a good area. The only thing that is bad is that they had to get all their things in place. They spent \$40,000 to \$45,000 in the spot that they have now, so they could fight the wetness that was there. They only loaded once or twice in the new loading spot. They had to build their own access out on to the pad because there was a ditch there. For a business trying to start they operated at a deficit, which doesn't help. Wilson stated our plan on this is to get them a comparable set up to what they have right now in the new spot. Wilson is not saying we are going to spend \$40,000 or reimburse them for it. Swenson asked will there be a lease cost forgiveness that can help ease the mistake. Councilman Mitchell asked what is the timeline for construction. Wilson stated we can get the taxiway constructed this year. If we are to wait and go to the other site it would be probably two to three years out. How much City road do we have to rehabilitate. None for this, the other site it's about 3,600'. Johnson stated we have a short term plan for this gentleman to get through this season. Wilson stated the short term plan is to put Hilltop next to Performance Ag. They are bringing in a metal containment pad and they will have to abide by the exact same rules that anyone else would have to. They are going to truck water in for this season and use generator for power. This fall is when they will build their hangar. Johnson asked how much engineering do we have to do so they are ready a year from now. Muntean stated it would include putting a full set of plan specifications, bidding the project and having the taxiway. Muntean added keep in mind that the layout presented to the Board is not a final layout. It is an initial proposal, so we can get started on conversations with the users of what works best for them and work with them. The main taxiway (red in the drawing) is what will be eligible for Federal funds and what will be bid and constructed. Kaiser asked where it goes from the county road to the auto parking, will this be gated? Wilson stated no. Muntean stated typically the fence would run up to the building so that people can come and park in the parking area and walk to the building. Kaiser asked what is happening in this industry that has driven us to have three. Aman stated with all the moisture, it's creating the necessity to put it on aerial versus ground application. Wilson added that he also heard issues with equipment hitting the crops, making it not grow as well as applying it aurally. Swenson stated there is a movement on a lot of things for fungicide and insecticide. They are finding more diseases and a lot more insects invading the soy bean crops. This is where the majority of it is. Zeeb stated if we do move everyone down into the new site, we will make Swenson whole in terms of his site would be comparable to what he has today. Wilson stated hopefully, yes. We will do our absolute best. Wilson thinks he may be able to get some funds for it too. Zeeb stated Swenson's concern is he spent substantial amount of money to get the site ready and does not want to do it again. Swenson stated realizing that this new site they will not have the same loading facility. They like to have a drive through hangar because it is nice to be able to load inside so things would not blow around. Wilson stated this is in the drawing and is not a final design. Swenson stated for a 130x80 building, they would want to drive through the narrow way. Muntean stated one thing to keep in mind for the Board is that we cannot use FAA AIP funds for private side as Wilson had stated there are other ways and we have to be cautious not to violate our Grant Assurances. Muntean stated the simplest way to look at AIP is, it is a grant that can be used for all of the public use facilities at an Airport; taxiways, runways, public access roads, fences, etc. Anything that is private or revenue producing cannot have AIP funds used. Zeeb moved approval of Hilltop Aerial Inc to build a hangar (lease agreement) and operation of Ag services, seconded by Kaiser. **Motion carried.**

Item #10 – Airport Manager's Report:

10a: 2011 SD Aeronautics Conference –Wilson stated they had a chance to meet with the State, FAA and Helms and talk about our grant. The Ag services location was discussed and the other location. It was a good conference. They did not touch on funding. We are currently on a two month funding cycle for AIP funds, but they are most likely not going to issue any grants during this period. Johnson asked how they handle large projects. Wilson stated there aren't any grants being issued. They haven't been this year. Wilson talked to the FAA today; if there is one they have to push through they may do one, but no real plans. They would also have a government shutdown if there isn't anything passed by tomorrow. The new manager at the ADO is Tom Schauer.

10b: Dew Bridge –Wilson reported we have manufactured a part locally and now have a back-up.

10c: Lighting for Signage –For the lighting for the signs out front, we put 300 watts light bulbs and changed it from LED to Halogen lights. It looks a lot better, but unless we are willing to spend a lot of money on it to put lights on the ground, Wilson does not think it will be any better than the way it is right now.

10d: Enplanement-Wilson reported that the enplanements for the month of February are up 26.5% over February last year. This does not include non-revenue passengers. The way Delta started reporting it is they do not give us the non-revenue anymore. Wilson has tried to get the non-revenue information, but the Station manager can't even track it, so Bauer, Station Manager has a call into two different people trying to figure out how they can track our non-revenue so we are not different than what we have been tracking in the past. Johnson asked if the numbers are available to the Board monthly. The report is given to the Board quarterly.

10e: Lift Station-Wilson reported that we had some issues with the pump, so we had quite a bit of water out here. The pond was getting full. They pulled the pump out and hooked it back in and it worked. We are getting a back-up pump. Johnson asked if we got an alarm, how did we know. Wilson stated he was looking at the roads and they opened up one of the cans to look and the water was really high. King added the one out in the highway if it is not working the red light starts flashing. The other thing with this one, Wilson added they knew it was not working, sent it in to get looked at, they ran it and it ran fine, gave it back to us and it did not work again.

Item #11 – Other Items:

Johnson asked Aman if he had received his forms back from FAA. Aman stated if Johnson is referring to the 7460 for the fuel farm, this was just recently approved.

No items were introduced for future discussion.

Zeeb moved to adjourn, seconded by Kaiser. The meeting adjourned at 12:21pm.