

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
June 9, 2011

MEMBERS PRESENT: Rolf Johnson, Steve Kaiser, Dr. Kennon Broadhurst

MEMBERS ABSENT: Nate Zeeb, Mike Erickson

OTHERS PRESENT: Mike Wilson, Bob King, Gary Dahlerup, Sam Muntean, John Aman,
Jeff Mitchell, Rhea Ketterling

V. Chair Johnson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:30 am on Thursday, June 9, 2011. V. Chair Johnson welcomes Dr. Broadhurst to the Board.

Item #2 – Kaiser moved approval of the minutes from the May 2, 2011 meeting, seconded by Dr. Broadhurst. **MOTION CARRIED.**

Item #3 – The agenda was adopted as it was presented.

Item #4 – The next meeting is scheduled for Thursday, July 7, 2011.

Old Business:

Item #5 – Airport Marketing - Wilson stated we will have a marketing committee consisting of people from the Chamber, Absolutely Aberdeen and different business people in town. One interesting thing Wilson received yesterday is for in-flight videos from Delta. They would run a 5 minute video for a month on their planes promoting our community; try to get people into the community. This is available in November and the cost is \$37,000, but it reaches 2 million people. Wilson will let the Board know what happens with the committee and when they are developing it. V. Chair Johnson asked if this will be merged with the Air Service Task Force. This is what Wilson is talking about as they had stated that they will come up with a marketing committee. As far as our marketing, Wilson will just continue as we do not have a large budget for this. Hopefully, we can get some money from the task force to do some marketing. Wilson thinks this would do more for not just the Airport, but other places in the City trying to get people in.

New Business:

Item #6 – Bills – Dr. Broadhurst moved approval of the bills for the month of May, seconded by Kaiser. Kaiser asked about the indoor dome cameras. Wilson stated we recently added cameras; one in the area where the airline checks their passengers and where TSA checks the baggage as we were not able to see the door going out to the airside or the conveyer belt. We also had a request from TSA to get a camera in the area where they do their physical pat down as there had been complaints of improper pat down. We also added a wide angle lens in the baggage claim area to capture the whole room and also added a camera above the rental car area so we can see people coming out of the baggage claim area. V. Chair Johnson asked about the MB Broom bill. Wilson stated this is for our broom. King stated the 46” refill is for the big Oshkosh which we usually go through two a year. Wilson added the 21” is for the skid steer broom. Kaiser asked about the Perf. Ag bill. King stated this is just for the chemical for our staff to put down. V. Chair Johnson asked how many acres do we spray. Wilson stated we do the entire fence line with round up. King added we have 560 acres non-lease land that we actually take care of. Wilson added our 5010 shows 1,284 total acres. V. Chair Johnson asked if the farmer’s contract includes spraying. King stated they are supposed to spray. Wilson stated they are to control noxious weeds. **MOTION CARRIED** to pay the bills for the month of May.

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

Item #8 – Budget for 2012 - Wilson stated the 2012 budget are due tomorrow at City Hall. They had been asked to keep the budget as close to zero increase as possible this year because of the sales tax dollars being down. They are not sure if they are going to be able to provide for an increase. The salary portion will be lower as Wilson’s salary is less than what Osborn’s was. An increase of \$1,630 was added to salary as Wilson is asking for two of his employees to go up one pay grade. We have a mechanic at the Airport that saves us a lot of money. Wilson feels that this employee should not be listed as Airport Maintenance Worker, it should be Airport Mechanic. The other employee to go up a grade holds all our licenses for spraying for pesticide. Both employees also attended a lighting class and they both work on high voltage systems. Wilson feels that it is worth to keep the good employees. Wilson had asked both employees how they differentiate themselves from the others. V. Chair Johnson asked how Wilson feels so far about the actual budget. Wilson stated he is happy with everything except for motor supplies and overtime because of snow. Wilson added every time an employee works on a holiday, they get 4 hours overtime and this can’t be avoided and we only have \$740 left for the year. V. Chair Johnson stated our fiscal year starts January 1st. Wilson stated yes, with overtime he had increased this by \$4,500 and decreased Professional Service by this amount. This was Bill Antonides contract for Wildlife Control. Wilson would rather pay his employees overtime and actually have the snow removal that we need to do. A lot of times we are sending people home early and we

are not getting what we need done as we are too concerned with the overtime. Wilson moved money around to make it work, so we are not increasing the budget. As for motor supplies, Wilson left this the same as this is something he can go back for supplement and this can be justified for fuel. V. Chair Johnson asked we do not have anything budgeted for Building and Structures and we already spent \$10,000 this year. Wilson stated this is covered with a State grant. We have not spent any of the \$8,000 budgeted for this line item. For Machinery/Auto equipment we are looking at trading in the 2006 GMC pick-up which has 82,000 miles. We are going to have some expenses coming up on this vehicle. This vehicle had hit a deer, the seats are in bad condition and needs new tires. We are also looking at an ATV to get around the perimeter, so we do not abuse the other vehicles as there are parts of the Airport that are hard to get to. For Street Improvement, Wilson is looking at doing the road at the FBO's as the road is in bad condition. \$15,000 does not do much for us, but hopefully if we keep putting some money into this we can get it taken care of. The 1,052,000, this will be whatever project and the remainder of projects we have. Our grant is \$1,031,000. V. Chair Johnson asked about insurance. Wilson stated the Finance Officer told him to use the same number as 2011. More than likely this would be less for 2012. V. Chair Johnson asked if we need to renegotiate with Antonides on his contract. Wilson stated we had Antonides in an open ended contract where if we needed him or he would just show up and come do work and we paid him per hour up to \$4,500 a year. A lot of it is sending information on what the birds are doing and telling us that we need to get NOTAM out. V. Chair Johnson asked was Antonides maximizing his contract. Wilson stated he wasn't. A lot of it is he would come out and identify birds and there is a free system for identifying birds. Wilson would rather use the free service than have to pay somebody for it. Wilson added it's a liability for having the \$4,500 even if he is not spending it, he still could. The initial contract was from 2001 to develop a Wildlife Hazard Management Plan and to do a Wildlife Hazard Assessment for the Airport and then annually they just kept extending the contract, but this is not a requirement. There will be a lot of changes in the Wildlife Assessments coming up too. Kaiser asked Councilman Mitchell if we are pretty much in keeping what the rest of the City budgets are looking like. Councilman Mitchell stated the Council will not see those until the City Manager have a chance to work with the Department Heads and added that the City as of today is about \$100,000 over budget on the 2011 snow removal. Kaiser asked is there a date when Lander, City Manager wants this information. Wilson stated the budget is due tomorrow and sometime in July is when Wilson will meet with Lander on the budget. Most likely it would go to the Council in August. Kaiser moved approval of the proposed 2012 budget, seconded by Dr. Broadhurst. Dr. Broadhurst asked why there is a big drop in salary comparing 2009 to 2010. King stated we had two positions that were open for a while. Dr. Broadhurst asked about the 2011 YTD salary, taking the actual how would this vary? Wilson stated the first seven items on the budget dealing with salary and benefits, Human Resources deals with this. Wilson stated we probably can get the true number if we count the number of days of the first four months. Wilson also did not start until January 24th. **MOTION CARRIED** to submit the proposed 2012 Budget.

Item #9 Upper Plains Contracting, AIP Proj. #3-46-0001-30-2010:

9a: GA Apron Expansion materials and work completed to date PE #3 in the amount of \$348,990.80 – Dr. Broadhurst moved approval to pay PE #3, seconded by Kaiser. Muntean from Helms and Associates reported that all underdrain storm sewer, subbase and base course had been completed. Paving was started this week. There is about a third of the pavement down. At the end of next week the pavement would probably be 90% to 100% complete depending on weather. Then they will finish up on grading, curing, sawing, seal joints and markings will follow. By the end of June the project should be substantially complete. **MOTION CARRIED** to pay PE #3 to UPCI.

9b: GA Apron Expansion CO #2 decreasing contract in the amount of \$14,292.10 – Kaiser moved approval of CO #2, seconded by Dr. Broadhurst. Wilson stated they were low on the subbase course. We also added in relocating the PAPI's which the FAA is requiring us to relocate. The amendment to Helms and Associates contract was already done to do the engineering for relocating the PAPI's. **MOTION CARRIED** approving UPCI CO #2.

Item #10 – Lien Transportation, Hangar 9, Inc. Access Road Improvement PE #5 in the amount of \$26,490.11 - Dr. Broadhurst moved approval to pay PE #5, seconded by Kaiser. Muntean reported the biggest items on this pay estimate are for three walk through gates with the key pad lock and they have been installed. The other cost is for the rest of the seeding. **MOTION CARRIED** to pay PE #5 to Lien Transportation.

Item #11 – Helms and Associates, AIP Project #3-46-001-30-2010 GA Apron Expansion - Kaiser moved approval to pay PE #5 for Construction Administration and Engineering Services in the amount of \$22,880.13, seconded by Dr. Broadhurst. **MOTION CARRIED.**

Item #12 – Professional Agreement with Helms and Associates for the Agricultural Sprayer Taxilane Expansion, AIP Project #3-46-0001-31-2011 – Kaiser moved approval, seconded by Dr. Broadhurst. Wilson stated this is our agreement with Helms to get the design for the Ag Sprayer taxilane. We have two Ag Sprayers that are currently running off a temporary taxiway on the far side of the Airport. The road in this area is partially owned by the County and the part that is not, is not really maintained by the City on City property. This was an abandoned road and we are using it for the Ag Sprayer. Currently, there is one sprayer in this area, but once we have all three up and going it's going to hurt that road even worse and we would have to do improvements on it. We are moving the taxiway over by the terminal building about 1200' to 1400' to the south of the terminal. We will put the two Ag Sprayers there that are operating temporarily, they will be up and running next year. They are most likely going to have a building constructed this fall. With Beving, we will most likely move his hangar in the future so he does not have a direct access on to the runway that he currently

has. This is a safety concern with the FAA, having direct access to the runway. V. Chair Johnson stated with the plan they would have a direct access to the taxiway. Wilson stated yes and to get from the taxiway C over to Beving it's about 1,900' of pavement to get to the taxiway with the new plan it's about 1,100' total. This will be off taxiway D. Wilson stated there would be room for GA apron expansion. Some other issues that we ran into were the wetlands, flood plain and flood way. We can't do anything in this area until we do something with the wetlands. The FAA does not want direct access onto a taxiway that has access straight out to the runway. V. Chair Johnson asked in the SE part of the terminal parking lot this looks like drainage. Is this something that can be bridged or breached? Wilson stated this is in the EA right now. On the EA all the wetlands on the Airport property are being filled. The EA is at the FAA Regional office. Muntean showed the Board a closer view of a map where the spray area would go. It would be beyond where the Master Plan shows future expansion of the GA Cargo area. We are not using land that was ever planned for any future expansion. We tried not to tie up land that we already have plans for. With this and yet get something that is easily accessible. The other thing that it does is it makes the Ag Spray Operators on the same side of the Airport and that it would make it more observable to Airport personnel. Councilman Mitchell stated on the security standpoint clustering people together would be much easier for everybody. Muntean stated this is the other thing is that all the access gates that are being used will be on the same side of the Airport. V. Chair Johnson asked if we had meeting with Performance Ag regarding the cost that they put on their site. Is there a firm agreement on how we are going to address their request? Wilson stated they are not getting the money that they spent back. We will get them a comparable site and we will get the infrastructure that they put down back for them. They currently have a concrete pad with spill containment and a sump pit. We will get them another concrete pad with spill containment and a sump pit. We are estimating \$15,000 which will have to be City cost to get them a comparable area. All the dirt work as far as grading will be under a project. Councilman Mitchell asked what will happen to that area then. Wilson stated it will be put back to hay land. The Agreement with Helms is a standard agreement which goes through the State. Muntean stated Any Vandell from State Aeronautics office had reviewed the cost for reasonableness and approved them. Wilson added the State goes through these agreements and reviews them to make sure that there is not an item that is way out of line from the other consultants. Dr. Broadhurst asked if an agreement like this is something that is needed every time they do something on the Airport. Wilson stated we need this anytime we have Helms do something for us for engineering for projects. Muntean added anytime that it is going to be Federal or State funded. Dr. Broadhurst asked what was the original Professional Agreement that we had years ago that was for five or six years period. Wilson stated this was for five years and this agreement is for Helms to be our Airport Consultant. Muntean added this was a selection. They go through a selection process which selected them as the engineering firm to do work at this Airport. **MOTION CARRIED** approving the Professional Agreement with Helms and Associates for the Agricultural Sprayer Taxiway Expansion, AIP Project #3-46-0001-31-2011.

Item #13 Request approval to purchase new commercial lawn mower - Wilson stated the Board does not have any information on this in their packet as we do not have all our bids in. We have \$25,000 budgeted for Capital Improvement Plan for purchasing a new lawn mower. King received one bid so far from a local company and one from the internet. He is waiting for another vendor. We need to get three bids or quotes because it is over \$5,000. Wilson stated he has some information on what the price is and trade in cost, but will not make this public as we do not have all the bids in. We will be under the \$25,000 budgeted amount. It will be a commercial mower, most likely diesel, at least 30 horse power and hydraulic deck. The mower we currently have does not have this. We are also getting a cab, air conditioning, and heated so we can run it more throughout the year. V. Chair Johnson stated the specs that Wilson is speaking from are a particular brand and model. Wilson stated no. We are looking at the horse power and the style of the mower. King stated there are two local vendors and one off the internet. Kaiser moved to accept the purchase of a new lawn mower for \$25,000 or less, seconded by Dr. Broadhurst. Dr. Broadhurst stated he hesitate to say yes without knowing more about the product. The Board is all local distance and if we get the bids tomorrow then Dr. Broadhurst can give his answer tomorrow. He wants to have the feeling that we are not doing it on the basis of one thing or the other. We are doing it on the basis that this is the best equipment we can get compared to two others. Wilson stated City Purchasing policy is that we attempt to purchase local. We are getting two local quotes from the two vendors that have the mower and we are also getting a third quote. We are going with the low bidder as long as it meets our specification. V. Chair Johnson stated first it has to be spec, then it has to meet the line item budget and low bid. Councilman Mitchell asked if we have the mechanism in place if we get the bids tomorrow or Monday, the Board can be contacted to make the final vote. Kaiser thought that the Legislation had passed the law last session or the session before that Board, Commissions, etc. can approve things by email. Kaiser added with King and Wilson's experience, he is willing to give them the benefit of the doubt. V. Chair Johnson added as long as they do not go over the budgeted amount. Wilson stated if we go over \$25,000, we have to bid it. Councilman Mitchell stated he understands what Dr. Broadhurst is saying that he does not want to approve something without knowing the final cost would be. Wilson stated we really had a good quote on trade in and had asked them to extend this for us. Dr. Broadhurst stated he withdraws all comments he made and to move forward with this. He asked in the future, maybe we can handle this a little differently. **MOTION CARRIED** approving to purchase a commercial lawn mower.

Item #14 Request approval of Lease #73 with Hilltop Aerial, Inc. - This lease is for one of our agricultural sprayers. So far we just have the footprint of the building in the lease. In the future we will have to add in the approaches. They are operating on a temporary basis off a gravel taxiway. Wilson is being lenient on the area they are leasing for this year. Wilson does not feel it is right to charge them for a lot that they don't have and they are making the situation work for them. After they get the approaches in next year we will go back and add in the \$.054 per square foot for what the actual approaches to the building are. This year we are charging them \$950.40. Kaiser moved to delete the section with the empty amount from the rental amount in section 3 of the Land lease and moved approval. Kaiser asked if this causes a problem. Wilson stated yes, he would rather the Board move approval and makes the change

afterwards. The Board does not want to close the door to Hilltop over this issue. Wilson stated this will make an issue with the City Attorney as he already reviewed the lease. Wilson stated this is somewhat what we did with Hangar 9 last year. Aman from Hangar 9 stated when they did the lease for their maintenance building as well as the new FBO building, it was done with the understanding that as soon as construction is completed then the exact square footage is known then the lease amounts would be adjusted to closely reflect the square footage of the office space and storage space and it was done by an addendum. Kaiser asked why the Board needs to move this today. Is there a reason they need this before they come? Wilson stated they are waiting for a lease so they can operate out of the Airport. Dr. Broadhurst asked why they can't have a lease that is good until they construct a hangar and put them in the rest of time with the remainder of the lease. Wilson stated because he does not want to give an Ag Sprayer a one year lease when they are going to come in short term, operate and then leave. This is why we like to do them with addendum and give them a 5 year lease. Dr. Broadhurst asked if they do not put up a hangar then it stays at \$950.40 a year. Wilson stated we have a requirement for a hangar referred in the lease section XV. Kaiser asked are we allowing them to operate fully as an Aerial Sprayer service without a building. Wilson stated as long as the requirement for spill prevention containment is met. Kaiser stated we had this in the past. Wilson stated this is what Performance Ag is doing right now. They are just waiting for us to get a taxiway. Kaiser asked do we charge them the \$950. Wilson stated they leased a 400'x400' area to them. By FAA rules you are not supposed to lease a large area that is not actually being used. You are only supposed to lease what they are using. Performance Ag is not using a 400'x400' area. It just ties up land that other people can't use. It is the same reason we are only giving a one year lease to Hangar 9 for the actual footprint of the building. V. Chair Johnson stated this agenda item failed by lack of a motion. Wilson stated the reason why he wants the approach rate in the lease is so they know they will owe an additional amount in the future. King stated Hilltop has brought gravel in and have the pad in the area already. Wilson added they're just not operating. Kaiser moved to discuss the lease as presented to the Board, seconded by Dr. Broadhurst. Dr. Broadhurst stated there is somewhat this can be worked out so they can understand we can have what we want and everybody can go away happy from here today. Wilson stated as long as the City Attorney approves it, as he already approved what is being presented today. Wilson did a revision to the lease. This revision read as "After construction of the hangar, the approaches will be measured and billed at \$.054 per square foot annually". Kaiser withdrew his previous motion, seconded by Dr. Broadhurst. Original motion was withdrawn. Kaiser moved approval of the lease with revision, seconded by Dr. Broadhurst. **MOTION CARRIED** approving Lease #73 to Hilltop Aerial, Inc. with the revision on Item III to read "The Lessee shall pay to the City an annual lease rental based on 8,640 square feet at \$0.11 per square foot for total amount of \$950.40. After construction of the hangar, the approaches will be measured and billed at \$.054 per square foot annually.

Item #15 Request approval of Lease #74 to Hangar 9, Inc. - This was brought to the Board last month for Hangar 9 to lease a 120'x100' area. Kaiser moved approval, seconded by Dr. Broadhurst. Wilson stated the stipulation on the lease is for the term. The lease is a 5 year term, but the construction of the hangar must be within a year of the effective date and substantial completion within 18 months. This is so they are not tying up land that could be used for somebody else. If they don't construct a hangar within one year, and if by 18 months all they have down is footings for it, the lease will be null and void. Johnson asked if there are zoning requirements for separation. Wilson stated this will be up to zoning. We are zoned agricultural. Kaiser asked where are they doing the fueling. Wilson stated we are planning to move this far enough down to provide room for this building and have the tank 50' from it. They are putting 10' distance between the hangars and then the building and then the fueling system would be 50' beyond where the building would eventually end. Kaiser stated the two buildings will be 60' apart. Wilson stated no. The placement of the buildings and where the fueling system would go was drawn. V. Chair Johnson stated if they don't construct the 120'x100' hangar are they still going to put the fuel tank in that location. Wilson stated Hangar 9 was going to put it where the new pavement is going to be; on the edge of new pavement. V. Chair Johnson stated so they will have land under lease whether they build the building or not. Wilson stated on land for the fuel tank, they are not leasing between the two. All the piping for the fuel tank will be underground. It does affect the 50' on the side but there is room in there for someone else. V. Chair Johnson stated using the drawing that was shown the land is blocked by the fuel tank for future expansion. Does Hangar 9 have to lease all the space to put one little tank? Kaiser stated he would say so. V. Chair Johnson stated it's like they are putting a fuel tank on somebody else's property. Wilson stated he understands what Johnson is saying we just made 3 - 50' sides of land unusable. Wilson stated they are leasing a footprint; they are not leasing a 110' wide. Kaiser stated he is sorry, but if they want the fuel tank there, there would be would cost. Aman stated the reason for putting the fuel tank here was otherwise in approving this lease we are ending up with 100' space that could not be used back 50'. And this is to help satisfies FAA's requirement for maximizing the usage of the land. V. Chair Johnson stated the fuel tank is not today's issue. Wilson stated on the fuel tank they are working with us so we are not wasting 110' in the middle. We are moving the tank further away so we are not impacting anything. Kaiser stated the only way to get around this is to declare that others can put fuel tanks in this area. Wilson stated the apron we are putting in will only go so far and the FAA will not fund for another apron for at least another 5 years and that this fuel tank is not an issue right now. V. Chair Johnson asked does the FAA have to approve the tank location. Wilson stated this would have to be approved by the Fire Marshall. V. Chair Johnson asked what about the 7460. Wilson stated they will have to file a 7460 and this will also show on our ALP at one point. Aman asked would it be beneficial to move the tanks a little further next to the Airline glycol tank. Wilson stated he would say as far as the Fire Marshall is going to allow it. Aman stated this would still maintain the 50' separation from the Storage shed and from the terminal. Wilson stated he wants more separation from the terminal than he does in the other location. Wilson thinks we are looking a long way out tying up the space by putting in a fuel tank. Wilson thinks that the fuel tank is fairly a moveable system and there are on skids. Aman stated it's a 560 gallon tank which is on skids and individual containments. If it became necessary in the future to extend the lines, place them over by the glycol tank. V. Chair Johnson asked what does Aberdeen Flying Service and Quest do for leasing space for their tanks. Aberdeen Flying Service has buried tanks and Quest has an above small tank and it is not a leased space either. Wilson asked if Aman would

have an issue of moving the tanks if someone else would go in. Aman stated if there is another operator that would go in, he does not see an issue of moving the fuel tanks. Aman added the Airport Master Plan only allows 3 FBO's and this would have to be amended if another operator would want to come in anyway. Wilson disagreed. We cannot limit or stop additional businesses coming into the Airport. Wilson stated there is an item in the lease agreement regarding "relocation potential". **MOTION CARRIED** approving Lease #74 to Hangar 9, Inc.

Item #16- Request approval of addendum to Lease #72, Performance Ag - Dr. Broadhurst moved approval, seconded by Kaiser. Wilson stated originally when Performance Ag came in; we gave them a lease for a 400'x400' area. 7,500 sq. ft. were at \$.11/sq.ft. and the remainder was at \$.054 use for storage. They are not using this area this large and they will not be using an area this large when we move them to the new Ag Sprayer area. Since we are forcing them to operate on a temporary basis, Wilson feels it should be in line with the other Ag operator that is operating on a temporary basis. The lease was changed to the actual footprint of the building that they are going to have which is 130'x100' a total of 13,000 sq. ft. at \$.11/sq.ft. V. Chair Johnson asked why did we go with 400'x400'. It was reported that this was Performance Ag's request last year. Wilson stated part of this is offsetting what they had spent coming in, but a 400'x400' lease should have never have happened. They were not going to use the area. This just ties up land that could be leased to somebody else. **MOTION CARRIED** approving the addendum to Lease #72 Performance Ag.

Item #17 – Request approval of Fire Safety Fueling Handling Standards – Dr. Broadhurst moved approval, seconded by Kaiser. Wilson stated these were the standards that were in the Airport Certification Manual (ACM). Wilson had to make some changes on the ACM and decided to put this on the Airport Rules and Regulations and make it so that we can update it more often as things change and we do not have to go through FAA to update our local rules on fuel handling. **MOTION CARRIED**.

Item #18 - Airport Manager's Report:

18a: Triennial Exercise – This was held two days ago and Johnson attended. Overall, Wilson thinks this went pretty well. There were a few areas where mistakes were made. We had an extremely close call on an actual accident. We had a plane come in and land on a closed runway. We had the NOTAM out for two days. We had our lighted closing crosses sitting on the runways and three people monitoring traffic trying to get a hold of the pilot on the radio and he still landed. Wilson talked to the pilot who apologized. Wilson asked the pilot if he had seen the NOTAM, he said he didn't. Wilson also asked if he saw the big flashing yellow closing crosses, the pilot said he saw it but it looked clear afterwards. The pilot was reported to FSDO (Flight Service District Office) immediately and reports had been filed and sent in.

18b: Flight Reduction – Wilson reported we are going down to two CRJ flights per day starting August 16th. Delta is completely eliminating its SAAB fleet come fall. We will have a 10:47 pm arrival and a 7:00 am departure, the same that we have now, and then 2:00 pm arrival, 3:00 pm departure. Kaiser asked if this is the farthest they can move this back. Wilson stated with the gap between the two busy flights, this is the best they could do to still get people into MSP in time to catch other flights. V. Chair Johnson stated the plane has to be available to move and it's not sitting someplace waiting for us to say this is what we wanted. Wilson stated if we push it back to 5:00pm you will not have enough connections to get out of Minneapolis. Delta tried to work it so they have the best possible time on both ends. Kaiser stated he is only speaking for NSU's point of view. V. Chair Johnson stated we are dealing with it as we have recalled the Task Force. Wilson does not think it makes sense to move it back, so people can get to MSP after doing business here especially if we only have 13% are business travelers and the other 87% are trying to get places. It makes sense to capture the 87% over 13%. Wilson distributed historical information on enplanement from 2007 thru May 2011. We were up 34% in May compared to last year. We went over 2,000 passengers in one month for the first time this year. Wilson stated with Delta getting rid of all propeller driven planes, Watertown, Jamestown and other airports are affected and have no clue of what will happen with them. Kaiser thought that Delta would put CRJ's there. Wilson stated he does not think that Delta would run a CRJ to an airport that only has 4,000 enplanements. Wilson added the Chamber took our radio ad and had been running it in Jamestown. Wilson stated Delta notified two communities with quite a few passengers that they are leaving them. One of them is Rhinelander, Wisconsin because Frontier came in. This goes to show that Delta does not want to serve smaller markets. Rhinelander has more enplanements than we do, but since Delta was not held in they pulled out of the market. Kaiser asked about St. Cloud. Wilson stated Delta pulled out two years ago and was not held in.

18c: FAA Non-Federal Reimbursement – Wilson stated we have an agreement with the FAA for looking at moving the runways. They have to do engineering services for relocating their Navigational Aids. The agreement was presented to the City Council and once the FAA signs it and send it back to us we owe them \$30,000 to start looking at moving NAVAID's. This is one of those things that has to happen and we have no control over if we want to do our project. They wanted this one in as soon as we possibly could, otherwise we risk not having funding for it. The City Council did approve this on Monday. V. Chair Johnson stated the \$30,000 is for engineering services for possible relocation so there is cost above this. Wilson stated this is also a reimbursable agreement. We spend the money upfront and then we'll be reimbursed when we actually get the grant for the project. This is just for them to look at what they would need to do to move the NAVAID's. They are not actually doing anything with it.

OTHER: V. Chair Johnson stated he received a call about abandoned vehicles in front of the terminal. We have a customer that is extremely concerned about terrorism. This had been brought to Johnson's attention twice. For what Johnson understands the rental car return sits out front for 10 or 15 minutes until the agents can get to it. Wilson stated we are putting new signs that clearly state

there is no parking. The police are ticketing more often. Wilson thinks the City Attorney is doing an ordinance similar to snow removal ticket where it would charge \$40 or \$50 instead of \$5. They will dispatch the tow truck immediately after ticketing and the tow truck will move the car. V. Chair Johnson stated the customer is really pushing this issue all the way to the City Manager, the Mayor and City Council. Wilson stated the customer talked to him and had heard about it and started looking at it a little bit more. The City Manager had asked Wilson about it and had informed him that we are taking care of it. Some of this is in our security plan and it is sensitive information and we really can't discuss it. V. Chair Johnson asked for timeframe to leave a vehicle without a driver and a key in the ignition. Wilson stated it is going to zero with our new signs. V. Chair Johnson asked is this a Federal regulation. Wilson stated this is a security issue and cannot be discussed. Our sign will say "NO UNATTENDED VEHICLES". V. Chair Johnson asked is it the Airport's responsibility or TSA. Wilson stated this is our responsibility. TSA controls baggage and people going on the plane. Our staff has the ability to ticket and the police and soon we will have the ability to tow and charge higher fees. V. Chair Johnson asked if the two rental agencies know about the change. Wilson stated yes and the police are making random checks and will ticket cars that are unattended.

No items were introduced for future discussion.

The meeting adjourned at 1:28pm.