

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
January 8, 2009

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

MEMBERS ABSENT:

OTHERS PRESENT: Dave Osborn, Bob King, Adam Altman, Comm. Mike Wiese, Mike Harmon, Darrell Hillestad, Sam Muntean, Gary Dahlerup, Mitchell Aman, Kevin Braun, Brett Anderson, Emily Arthur-Richardt, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:35am on Thursday, January 8, 2009.

Bensen moved approval of the minutes from the December 4, 2008 meeting, seconded by Zeeb. Motion carried.

Old Business: (MSP Center) Osborn stated he talked to a number of people from MSP Center. There are 6 operational areas within MSP Center. In this there are different sectors and Aberdeen is what is called Area 4, Sector 33. There is a specific phone number that we can call during low visibility to check if there are incoming flights. Osborn had asked MSP Center if during low visibility we can call. MSP Center's concern is how often this would be done. Osborn had informed them depends on the visibility and cannot say if it would be daily, weekly, etc. We are trying to see if there is another safety step that we can do during low visibility. MSP Center is willing to give this a try and if it becomes excessive then they may have an issue. In addition Osborn also discussed with FAA in Bismarck the issue with radios. Osborn talked about the incident back in July where there were two planes on the opposite end of the runways and could not communicate with MSP Center. FAA did not realize that there was still an issue with this. Osborn's understanding is that this had been a 15 year problem. Osborn had to write a letter to FAA in Bismarck office and asked for permission to have the radio moved from Bath (Rainey) to this building. We also have to offer space and this is done. At this point it is back on FAA and this is their cost. Osborn does not expect an answer right away, but we know now that FAA is aware of it and we have our letter. Bensen stated from the Board standpoint this has to be the priority to get the radio moved. It just has to be the priority and we have to get the radio up here for safety issues primarily. Osborn stated one of the biggest problems is the T1 line which Osborn had suggested putting it through the Weather Service, if it was available. Osborn had talked to the Weather Service manager and the T1 line that goes to the Station in Bath is already there and goes through the Weather Service. (12/5 Rule) Osborn stated they had a number of people they talked to about the 12/5 rule and one of them is TSA. They talked to TSA for the benefit of the pilot that have a plane and is affected, Osborn had asked for a breakdown of what this will bring. The understanding from TSA is that if you have a normal crew (normal people that fly with the pilot), you will be checking them one time to enhance the 12/5 rule and after this you don't have to check everytime. It's the people that get on the plane (12/5 or better plane) that change and these people have to be checked and there may be biometrics requirement. There is no definition on who is going to have the biometrics. For those who are interested, Osborn had asked to please make their comments on it. Hillestad, a pilot asked if there have been talk on this going through legislation and making comments there. Osborn stated since this is a standard registry the federal registry has to go to this specific spot. There are other sites like AOPA and AAAP that are taking information, but if you want a direct comment you have to go directly to the original site. Osborn stated his feeling is that people should go through the group they belong to as they will have a bigger voice than an individual. Bensen stated he does not think it would hurt to let the Congressional delegate know as well. Hillestad stated he would like them aware of it as this is a "bunch of baloney" because if Hillestad do a test flight on a plane and wants to take a mechanic along and if this mechanic is not approved then Hillestad loses his license for taking non-approved individual. Osborn stated again because nothing is set in stone there are a lot of things that are out there like mechanics. The mechanic who goes with and is an authorized mechanic in an FBO may have already been set up and won't be a problem for 12/5 because maybe it will be in their care not the pilot's care. Johnson asked what the implementation date is. Osborn stated they will not implement until it reaches the deadline for comments which is March. Dahlerup, a pilot stated the last date he heard for comments was February 27th and will try to implement it in April. (Vehicles on Rwy) Hillestad shared an article with the Board that he found on FAR Aim.

Bensen moved approval of the bills for the month of December, seconded by Zeeb. Bensen asked if we can get AIP funding to put geothermal in this building. Osborn stated when Muntean asked about our projects we had ask FAA to put geothermal for this building and they are considering it. Muntean stated this is in the long term plan. Motion approving the bills for the month was carried.

Bensen moved approval of the December financial report, seconded by Kaiser. Motion carried.

Osborn stated there is a meeting on Wings and Wheels program this Friday at 1:30pm. They will discuss the Governor's office funding match, having an Air Show every other year and doing a Fly-In in the off year because of the expense of having an Air Show. Osborn stated education can be done on the off year with a Fly-In and incorporate it with the downtown Car Show.

Muntean stated with the construction taking longer than it was estimated the Construction Admin and Resident Engineering services had gone over the amount that is on the original contract. The amendment presented to the Board brings it out in their budget to the point where they can close the project down. Johnson stated so this goes over the original contract. Muntean stated this is correct. The original contract consisted of the Design and Bidding then after the bid, amendment #1 was put in which is to include Resident Engineering services and Construction Admin services which was based on 20 weeks construction period. They had gone to date about 36 weeks and another 4 weeks in the spring. Bensen clarified the amendment is for \$2,018.76 for Construction Admin and another \$40,000 for the Resident Engineering which a total of roughly \$43,000. Muntean stated the reason the two items are different is because the Construction Admin is for pay estimates, change orders, review of shop drawings, etc where the Resident Engineering is for personnel they have on site doing construction observation. Bensen moved approval of amendment #2 to the agreement for Professional Services for AIP Project #3-46-0001-27-2007 Reconstruction of Taxiway D, seconded by Kaiser. Osborn stated based on where we are on the project there is adequate money in the grant to cover this and basically it's because of the weather conditions we had. One day of rain actually causes 3 days of delay. Osborn asked if there are maximum hours. Muntean stated they will only bill for their actual time that they are here. Motion approving amendment #2 to Helms and Associates agreement for Professional Services for AIP Project #3-46-0001-27-2007 is carried.

Bensen moved approval to pay Helms and Associates PE #18 in the amount of \$25,797.61 for Construction Administration and Resident Engineering Services on AIP Project #3-46-0001-27-2007 Reconstruction of Taxiway D, seconded by Johnson. Motion carried.

Bensen moved approval to pay Helms and Associates PE #11 in the amount of \$2,751.62 for work on the Master Plan and Airport Layout Plan, seconded by Zeeb. Bensen asked what else needs to be completed on this project. Muntean stated the Airport Layout Plan needs to be completed and reviewed by FAA. Motion approving to pay Helms and Associates PE #11 is carried.

Zeeb moved approval to pay Helms and Associates PE #2 in the amount of \$7,544.13 for work on Environmental Assessment, seconded by Kaiser. Muntean stated the bulk cost of the bill is for Mr. Antonides doing the observation and reviewing the wildlife hazard. One big part of the project is going to be filling in wetlands for eliminating the wildlife attractant. To do this we have to have firm documentation that they are hazard. The FAA, US Fish and Wildlife, Army Core of Engineers and EPA had signed a memorandum of agreement that states that wetlands are in general a hazard on airports. Motion approving to pay Helms and Associates PE #2 is carried.

Zeeb moved approval to pay UPCI PE #11 in the amount of \$14,284.00 for materials and work completed to date on AIP Proj. #3-46-0001-27-2007 Reconstruction of Taxiway 'D', seconded by Johnson. Johnson asked what percentage is completed. Bensen stated there is about \$500,000 left to go. Muntean stated we actually don't have this much left to go. There will be some items that will be change order out, retainage and the bulk of the work that needs to be completed in the spring are the permanent marking, final grading and seeding. Motion approving to pay UPCI PE #11 is carried.

Bensen moved approval to pay HKG Architects PE#6 in the amount of \$803.82 for Architectural Services and Construction Administration Services for AIP Project #3-46-0001-28-2008, ARFF Building Improvements, seconded by Zeeb. Osborn stated the final meeting is tomorrow and they will do the walk thru to see where they are on the final punch list. The move date is approximately the 20th this month. Motion approving payment to HKG PE #6 is carried.

Bensen moved approval to pay Zeller Brothers Construction PE #7 in the amount of \$55,100.00 for work completed to date for AIP Project #3-46-0001-28-2008, ARFF Building Improvements, seconded by Kaiser. Osborn stated the teardown of the old building, the line underneath, moving the hydrant, painting the parking lot, etc will not be done until spring. Motion approving the payment to Zeller PE #7 is carried.

Bensen asked which frame and door needs replacing. Osborn stated this it's a door that the Fire Marshall suggested be replaced because of the fire code. Bensen moved approval of Change Order #5 increasing contract amount by \$2,361.00, seconded by Zeeb. Motion carried.

Osborn stated one of the bills the Board did not see is from Jacobson Electric for AIP Project 3-46-0001-27-2007. Prior to the meeting Osborn received a call from Jacobson requesting that we look at retainage. Osborn informed Jacobson we had not looked at his retainage as we have had some issues. Osborn asked the Board for two weeks so Muntean and him can look at the retainage and bring it back to the Board. Osborn stated we are certainly to a point that maybe we can look at reducing retainage if need be, but at this point in time it is not time to do this. Muntean stated Jacobson does have some work that they can do in the winter. Chairman Erickson stated there were some items last time that they needed to complete. Osborn stated these items were done.

Bensen moved approval of lease renewal for Daryl Theobald, Lease #2, hangar #7, seconded by Zeeb. Osborn stated this is a standard renewal with the rate increase. Motion approving the lease renewal was carried.

Bensen moved approval of lease transfer from Vector Aviation to Darrell Hillestad, Lease #4, hangar #6, seconded by Zeeb. Motion carried.

Bensen moved approval of lease transfer from Harley Taylor to Quest Aviation, Lease #27, hangar #10, seconded by Zeeb. Motion carried.

Osborn stated during the year we go through FAA unless they know about our project for the upcoming year. And because of Federal funding and how things are playing out, airports have three ways of deciding of what we can do with our funding. We can carry it over, determine if an airport development project can be initiated with the 30% funding which Osborn was told they will only have or we can wait and do nothing until they decide what they will do in March. At this point in time, we decided to do nothing to see if full entitlement comes up because for us 30% does not allow us to do a lot. What we are looking at doing with our funding are the reconstruction of the hangar taxilane and the expansion, the replacement of the tractor based of its age, the GA apron rehabilitation and the SCADA telephone system for lift stations. One of the problems that we think we have been having is there is a lot of water this year that has gotten under concrete. We had seen a lot of movement in this area. One of the things we are cautious of is the City of Aberdeen has their watering well system on a SCADA system that alerts them immediately if something is happening. We do not have this in the Airport and would like to have this monitoring system so if water starts building up under concrete we can get to it before it starts moving the concrete. What Osborn wants to do is work with the City to add to the SCADA system so we can have the alert immediately so if a pump goes down we can get the water moving again rather than it building up and moving concrete. Johnson asked if the cost include the building of lift stations. Osborn stated the lift stations are already there, we just want the monitoring device for them. Johnson asked how many lift stations do we have. King stated there are three and two of them should be on the monitoring system. What helps on this is that when the alarm goes off it goes downtown and when the pipe department comes out they know what part they have to bring versus coming out see what they need and get the parts and come back to do the repair. Muntean stated the cost includes sensors, dialers, telephone line and upgrade to the system. Chairman Erickson asked about the SRE tractor. Osborn stated this is updating the tractor that we have and under federal regulation it's required to be set up as snow removal equipment. Osborn stated there was a time limit to have our request in so the Mayor had signed the report and still wants the Board to acknowledge the report. Kaiser moved, seconded by Zeeb. Motion carried.

Mitchell Aman is from Aberdeen and is a private pilot who has part ownership of a plane on the field. He loves aviation and has been selected as the appointee for Air Support network for the Aberdeen Regional Airport by the AOPA (Aircraft Owner's Pilot Association). AOPA works to protect the rights of General Aviation. Aman stated what his job is, is to be the eyes and ears for the AOPA for ABR. Aman already let them know that we have a Master Plan coming through. Aman is not a spokesperson for AOPA unless he is called to do so. He can attend meetings freely and give his opinion unless AOPA asked him to do something for them. Aman added through this program they are trying to promote that general aviation and that airport in itself is a friendly place. Aman stated he had received a lot of information which is all new to him and they wanted us to have open houses to get people to come out to the Airport. AOPA has over 400,000 members. Chairman Erickson congratulated Aman on his appointment.

Osborn stated the SD Airport Conference will be in Aberdeen this year and it starts Wednesday March 25th and goes through the 26th. Osborn encourages the Board to attend and to let us know for registration. Bensen stated he recommends as many members to go. Osborn stated the Airports meets with the FAA and the State the day before the conference where they talk about the projects and our plans which is the approval process of what Osborn had discussed previous.

Osborn stated in last year's budget we had money to get a generator for the Fire Station. We had a problem getting some specs from the engineer that is involved in the ARFF building (which is not Helms). Osborn did not get the specs until December which he had used and followed the City purchasing and was able to purchase it

without bidding prior to the end of 2008. Unfortunately it's not delivered by the end of the year so it has to be a 2009 item. This is something Osborn has to go through the Council on and ask for it to be supplemented in the 2009 budget. The cost is about \$4,900. The supplemental process has change that it can be done throughout the year. Johnson asked how the 2008 budget came out. Osborn stated if he did not have to pay for fuel and with the six to seven weeks of snow on Saturdays and Sundays we would have been not too bad. We did go over the budget and had asked for supplement at the end of the year for some of the cost.

Mike Harmon a contracted pilot for Game, Fish and Parks asked about the City Ordinance that planes with skis cannot land at this Airport. Harmon stated they are in the process of switching the super cub into this and asked if he needs to get fuel what he needs to do. Harmon stated there is no FAA rule on this, but it is a City rule and does not what any problem. Harmon asked is there a way he can get approval to land here and does not see this happening a lot. Osborn stated according to the Ordinance all Harmon has to do is notify the Airport Manager that they will be coming in with skis and it can be approved. It is not authorized when Osborn does not have the knowledge. Johnson asked how one would get close enough to the tank. Harmon stated Quest would have to come with their fuel truck as he can only go so far; he does not have retractable skis. Hillestad asked if this is in writing. Osborn stated there is a City Ordinance that talks about emergency landing and other devices other than normal landing devices and it list skis as individual item. All Osborn need is that we have knowledge. Hillestad stated when Harmon comes in and get on the radio and we would not answer how would this work; as there will be lots of other people traveling around the country with skis and how would this work. Osborn stated the Ordinance came in placed before he was here and all it is basically goes along with emergency landing outside the general area where people normally lands. If it is a transient that is coming in to land and if he is on the radio and they let us know they are coming in, one of our staff can let him know where there is an area better for him to land because what we don't want is someone coming in and hitting an ice spot, etc.

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Bensen moved to adjourn, seconded by Zeeb. The meeting adjourned at 12:24pm.