

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
January 4, 2007

MEMBERS PRESENT: Steve Kaiser, Tom Scheid, Mike Erickson, Patrick Schloss

MEMBERS ABSENT: Dr. Kennon Broadhurst

OTHERS PRESENT: Dave Osborn, Bob King, Walter Bauer II, Terry Helms, Mark Caven, Kevin Braun, Jackie Burke, Brenda Pierson, Teresa Mack, Comm. Mike Wiese, Jeff Mitchell, Adam Altman, Rhea Ketterling

V. Chairman Kaiser called the scheduled regular meeting of the Aberdeen Regional Airport Board to order at 11:30am on Thursday, January 4, 2007.

Additional agenda was added to transfer lease #5 from Johnson to Stohr.

Erickson moved approval of the minutes from the regular meeting held on December 6, 2006, seconded by Scheid. Motion carried.

Old Business: (EM Grant/Homeland Security) The Board received a copy of a letter from Emergency Management regarding the Homeland Security grant. Osborn stated we had applied for two items: one is a security platform unit and the other is more security cameras for security for the Airport. Osborn stated we did get an approval for \$15,000 and this is pending on State of SD review. (Numbers on Bldg) Osborn received a letter from Mike Thompson, AFD regarding Article 5, section 5-1 Address numbers on fire code has to be placed. This basically states we need a numbering sign on every building on the Airport. Caven asked the size for such sign. Osborn stated minimum of 4" high. Kaiser asked if we are requiring the tenants to do this or will the Airport do this. Osborn stated at this time it is the businesses/owners responsibility to do this. Kaiser asked if it would be better if the Airport coordinates this, so it would be the same lettering system on every building. Osborn read the requirements and added that we could provide the lettering to the owners, but as far as hanging it on the buildings we do not have the authority to do this. Schloss asked if we could hang the sign and do an assessment just like we do with the hangar rental. Comm. Wiese added to put together a release indicating that the lettering would be placed by the Airport staff. Schloss moved to purchase the lettering/numbers for all the hangars compute the cost and assessment to each hangar owner and Airport staff to hang the lettering/number with release from the hangar owners. Schloss added to put a deadline on the date of response from hangar owners if they are interested or not. Seconded by Scheid. Motion carried. (AED) Osborn stated he received a letter from the Fire Chief that the Aberdeen Fire and Rescue will be doing CPR training as well as training on the defibrillator free of charge, so we could have staff from the Airline, TSA and Airport Staff that can be trained. There is also a Medical Director on staff who oversees this. Osborn stated the biggest thing to understand is that if the machine recognizes a heartbeat it will not shock the person. The machine is at the Fire Station and until staffs are trained he will not bring back into the building. (Hangar Rental Option) Osborn stated he would like to wait until Dr. Broadhurst is back to discuss this. The Board had no objection. (Letter from Brenda Pierson) Osborn stated when he received the letter he did contact Pierson and discussed the grant process. The grant was received at first for NWA/Mesaba to take the opportunity to utilize the grant in the same way it is being used now. They all have the same opportunity and the process of the grant now is we are doing the marketing and the marketing is not just one sided. Kaiser asked if everyone had seen the TV ad as it does show the two airlines at the end. Pierson asked if the ad in the paper is being run by the Airport. Osborn stated all the marketing is being handled through Sixel Consulting Group. Pierson stated that her Northwest's gold card customers had called her and had expressed concern about the Northwest service. Osborn stated this has given the Airport an opportunity where there are times that Great Lakes had some issues with planes and they were able to put people on NWA/Mesaba. Osborn added this was never meant to be detrimental as they all had the opportunity and he welcomes any calls. Kaiser added the Airport were more than happy to deal with NWA/Mesaba as we had asked them first, but they are not ready at the time and we had the opportunity to work with another airline. Pierson thought the ads should be for the Airport. Osborn stated from FAA standpoint it is very specific that the grant has to be marketing the service. Osborn stated if there are any other concerns the public/travelers are more than welcome to contact him. Pierson also commented on how much the Aberdeen flights are always higher. Comm. Wiese stated this is depends on where your destination is. Comm. Wiese stated he had always had good experience with NWA/Mesaba, but the rates are noticeable different from around the State (shared the rates for traveling in the east coast). Comm. Wiese added Aberdeen had been historically higher than anybody else regardless whether we are closer to Minneapolis or not and not sure how much EAS (Essential Air Service) has to do with this and from the consumer standpoint this is a good route for them and they structure their rates accordingly. Pierson added she sees this everyday and it is not just Aberdeen.

The Board received a listing of additional bills for year end. Erickson moved to pay the December bills and the year end additional bills, seconded by Scheid. Motion carried.

A check was received from the State for a reimbursement for AIP Proj. #26, \$382,510.81 and the total receipts for the month is \$876,096.20. Osborn added there are no big issues on the outstanding balances. Erickson moved approval of the December financial report, seconded by Scheid. Motion carried.

A spreadsheet was distributed with the information on the SCAS grant. Osborn stated when the grant was first established Great Lakes had the anticipated revenue based on a month to month basis. As the spreadsheet shows this has not been met the first two months. There is a request for payment to Great Lakes in the amount of \$111,189 and originally by contract this was for \$91,563. Osborn stated he would like to make sure that people understand that the payment is set-up through a grant and the City of Aberdeen is acting as provider to pay the grant. We would go back to SCAS grant to get the money back. Scheid asked if we know the maximum number of seats that they could sell over the course of the month. Osborn stated originally 21 is the number of seats to be utilized. Scheid stated what he is looking for total seats for

the maximum capacity that we can have knowing that we are not going to fill this every time. Osborn stated he had talked to the City Attorney about a problem we have with the United Airlines website not having Aberdeen as a location for airports. Osborn had contacted Great Lakes CEO and their marketing person about this problem. Osborn stated by contract the Board has to approve the payment to Great Lakes, but we have worked a number of days on getting our locator back online and they are having a problem with United to put the locator back on. As of this morning this has not been fixed. Osborn proposed to the Board that until ABR is back on United Airlines site, he would like to hold the check for Great Lakes until we see some progress. Kaiser stated he had asked the City Attorney about the legal ramification on taking this action. The City Attorney recommended that this be discussed during Executive Session. Scheid asked about what is the agreement with Great Lakes on down time. Osborn stated this has to be reviewed again and basically it is for flights that do fly that the payment was based upon, cancelled flights are not paid.

Osborn informed the Board the land situation with the Beckler's land had been turned over their Attorney and this is all taken care of. A copy of the letter to the Beckler's was included in the Board packet.

Helms and Associates pay request: Scheid moved approval to pay PE #3 for \$3,515.23 for the Airport Mini Master Plan, AIP Proj. #3-46-0001-26-06, seconded by Erickson. Motion carried. Helms stated they are doing the final revision on the Layout Plan and within the next 30 days he hopes to get this finished. Erickson moved approval to pay PE #6 for \$3,825.28 for the Airport Layout Plan Update/Revision, AIP Proj. #3-46-0001-25-05, seconded by Scheid. Motion carried. Helms stated the Hangar Taxilane project should be completed in the spring. Scheid moved approval to pay PE #7 for \$1,691.64 for Construction Administration and Engineering Services for AIP Project #3-46-0001-26-06 Hangar Taxilane Improvements, seconded by Schloss. Motion carried. Helms stated the SRE building will be completed at the end of January. Erickson moved to pay PE #13 in the amount of \$649.47 for Construction Administration and Engineering Services for AIP Project #3-46-0001-25-2005 SRE Building, seconded by Scheid. Motion carried.

Helms stated the retainage had been reduced and the amount left is twice the amount left to do in the building. Scheid moved to pay Steel Structures PE #10 in the amount of \$133,153.79 for AIP Proj. #3-46-0001-26-2006 Construction of SRE Building, seconded by Schloss. Motion carried.

Osborn stated Bruns had sold his hangar to Aaron Johnson and Johnson had sold the same hangar to Stohr. Schloss moved approval of lease transfer from Bruns to Johnson to Stohr, seconded by Scheid. Motion carried.

The Board received a copy of the 5 year plan that had been submitted to FAA. Osborn stated in 2007 there is about five items that had been planned which is the design of Taxiway D and environmental assessment is part of this process. We are also looking at equipment control for gates at the FBO's as what we have now is just a one way gate. What's been discussed is possibly purchasing a card control so FBO's customers can get in and out of the GA area after hours. We are also looking at purchasing snow removal equipments. And the last for 2007 is the rehabilitation of Taxiway D which the cost is quite large, but we are looking at getting some support from the Federal government for this process. In 2008 we are looking at acquiring land for the RPZ area and finalizing the rehabilitation of Taxiway D. In 2009 is the ARFF Fire Station which has seen its purpose. They are looking at this Fire Station to be the East Fire Station which will still be an ARFF station. Part of this project will be the living quarters and other things that need to be done. Osborn stated they are still working with FAA how the grant will be handled, would it be a 50/50 grant as it will be utilized of more than one type of use. Osborn added when this station was built, it was built knowing that it will be used as a Fire Station as well as an ARFF station and the City had money involved from the very start. We are also looking at GA apron rehabilitation and acquiring a new tractor. In 2010 we are looking at rehabilitation of Taxiway 17/35 and taxiways and acquiring some RPZ lands. In 2011 it will be the Environmental Mitigation to take care of some of the wildlife problems. Scheid asked with acquiring lands for the RPZ will moving the runways be part of this process. Helms stated this is part of the mini master plan that they are working and we are still waiting on land appraisals. Osborn added to keep in mind that these are just plans on how we will utilize the one million per year from the Federal government. Helms stated it should be noted also that come October 1st, Congress has to reinitiate all the past commissions and re-do the AIP bill; reauthorized AIP. For consideration that could affect the master plan, Comm. Wiese stated he had a conversation with a frequent flyer in and out of this Airport and asked if we had considered the possibility of reconfiguring the café area since it had proved itself not to be viable option and use this area to expand the secure holding area. Comm. Wiese stated when we originally designed this building, TSA was going to utilized part of the space in the lobby and now all the equipment is in the security holding room. Osborn stated one of the things we have been watching with two airlines is that if there is a mass overflow and he had not seen this and asked input from both Mesaba and Great Lakes. Bauer, Mesaba's Station Mgr had stated there had been times that there were not enough chairs. It's not the point were there is so many chairs for the number of people this actually works, the problem is that someone would have their bags in front or their coat on it for their comfort and somebody else has to stand. Comm. Wiese added people are coming through in such a tight area with shoes off and other items they may carry and trying to find a place to put yourself back together. Bauer stated the other issue is that in the morning and afternoon, if both airlines is running full and either they are running late or early both airlines are in there together, so when it comes to board there is one access door. They have to wait till Great Lakes pax board so they don't board Mesaba or vice versa so expanding the security holding room in his opinion is a good thing. Kaiser stated this is an architect question first. Comm. Wiese stated this could be set up so it could be done occasionally or on a permanent basis and it is something that deserves to be considered. Kaiser stated it had been discussed in placing all the vending in this area and maybe not use the entire area and would like to get an architects opinion before we move forward. Kaiser asked Mack, GLA Station Mgr her opinion on the security holding room. Mack agrees that the room is too small. Osborn stated to also keep in mind that this is a rental room for both airlines and that any expansion will have to go through contract and they have to be agreeable to the expansion on this area. Comm. Wiese stated the original agreement with NWA/Mesaba was to have the extra space that was taken over by TSA. Osborn stated maybe the expansion is to move TSA over and still be in the same area. Comm. Wiese stated there could be three or four options to be considered as the area is not being utilized in its greatest potential.

Pierson stated she received a complaint from her client from Britton who flew out of Aberdeen instead of Fargo. Pierson stated if the Airport has a 6:00am departure we better be sure that the sidewalk in front of the building is cleaned by 5:00am. Pierson added about the Friday, cancellations, they received a lot of calls with the inch and a half snow. Pierson stated if we are canceling flights with this much of weather, we are in trouble. Pierson stated these are her major concerns and had discussed them with Osborn. King stated they plowed for 14 hours on

Friday without stopping. As far as the sidewalk goes, King usually sends someone before 4:00am with a bobcat. The runways were open; the freighters (UPS & Fed Ex) and private planes were going in and out. As far as the Airlines goes it is up to the Pilot in Command and we do give them breaking action and it is up to them if they want to land or not. King stated they did everything they could to bring the MU reading up to acceptable level and it is up to the Pilot to decide. Kaiser asked how many total flights were cancelled. Bauer, Mesaba Station Mgr stated there were two separate snow incident, 2 on one day and 5 on another (Saturday). Osborn asked if there was a reason why they cancelled. Bauer stated he does have the range with him, but their minimum is different as a commercial carrier than the freighters are because of passengers on board. Osborn stated there had been a situation at one time that the MU reading had to be 21 or more for Mesaba to land and there had been issue that Pilot in Command will not land at this and this is something we can control. Osborn stated one day the reading was .26 and the Pilot said no. Bauer stated in this situation they received an average reading of .19 on the first flight then dispatch had called and informed him that they are not even going to attempt to land on the runway until they get a .20 on the bottom reading where the three spots that are tested. Later for the 3004 flight, the average was .23 and then there was a crosswind, the Airport was continuing to remove snow and they received another reading and reported it to their dispatch and within ten minutes of the call to dispatch, they cancelled the flight. Bauer stated the Airport continued to remove snow and had the average reading of .26 and he is not sure what the bottom number is on the three spots. Bauer stated he received a call from one of the agents that the Airport crew are stopping for the day and will come back at 3:00am. Bauer was concern what if it would continue to snow till midnight or 2:00am. He contacted their dispatch for their opinion and between the two of them they figured since the Airport is stopping plowing until 3:00am, they decided to cancel all flights throughout the rest of the day and unfortunately it stopped snowing about 7:30. Kaiser stated throughout the whole snow period we had about 9 inches and does this normally shuts the Airport down. Bauer stated this is what he would like to know as in the past the 6 years he has been here, the breaking action had never been this bad all the time. Bauer stated he is not sure if it is because of the means of how snow is being removed or is it the machines (brush) as it's seems to be worst this year than any other years. Osborn stated the equipment we have now is a lot better equipment we ever have, the brush will actually lift the particles up. Osborn stated the staff was out early Friday morning and getting the reading prior to the plane going off that morning and it just did not meet their requirement which will happen. Osborn stated it is frustrating that we have our staff out for ten hours and then a Pilot would say no they are not coming in. Osborn stated we average of \$2,000/hr for snow removal based on equipment and time so for the staff to work from 3:00am till 10:00pm and not get any flights in is just as frustrating. Osborn stated we also have a requirement the way we move snow that the runway is our priority and sometime the sidewalk might not be clean a 100%, but the runway and getting the plane in is important as getting the people in. King stated they stopped plowing after the Airline had cancelled their flights and they knew they had to be back by 3:00am to get the first one in the next day. Braun from Quest stated when it stopped snowing the staff went home. King stated yes as everything had been cancelled already. Caven from AFS disagreed that not everything had been cancelled as GA has not. Caven stated that they are part of the Airport and should also be checked on. King stated that he checked with the Airline to keep everything open and should have checked with the FBO's also. Caven stated an inch and a half of snowfall basically shut this Airport down till after 9:00am Friday. Caven added there was no excuse for Friday, Great Lakes could not get out and AFS was here at 5:15am to fuel them and Mesaba did not come in from Jamestown and cancelled their 10:30am flight from Minneapolis with an inch and a half of snow. Osborn stated with the inch and half of snow from Caven's standpoint it did not stopped their plane from coming and going. The Airport staffs were out there getting things cleaned up and AFS flight to North Dakota went out that morning. Caven stated they did not leave that morning as this does not operate between Christmas and New Years, but they were here. Braun asked since the staff were not here moving snow was the condition of the runway NOTAM. King stated that a NOTAM was issued. Osborn stated he is available and has not heard any call about this situation until today.

Erickson moved to go into Executive session, seconded by Scheid. The Board went into Executive session at 12:45pm. The Board came out of Executive session at 1:03pm. Erickson moved to pay Great Lakes in the amount of \$111,189 for November activity, seconded by Scheid. Motion carried. Scheid moved for the City Attorney to visit with Great Lakes about getting on United Airlines website and hold payment, seconded by Erickson. Motion carried.

There being no other business brought before the Board, Erickson moved to adjourn, seconded by Scheid. The meeting adjourned at 1:05pm.