

**MINUTES**  
**ABERDEEN REGIONAL AIRPORT BOARD**  
**Regular Meeting**  
**July 3, 2008**

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

**MEMBERS ABSENT:** Patrick Schloss

**OTHERS PRESENT:** Dave Osborn, Bob King, Sam Muntean, Dean Knie, Elissa Dickey, Comm. Mike Wiese

Secretary Kaiser called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:30am on Thursday, July 3, 2008.

Bensen nominated Erickson as Chairman, seconded by Johnson. Motion carried. Johnson asked if there was another Board opening. Kaiser stated there is one spot open that needs to be filled. Osborn stated the process is basically by July 1<sup>st</sup> any vacant spot has to be done. The letter from Dr. Schloss, Osborn has not received so he did not have this on the agenda for the City Council. At that point in time they are continually looking at all the other applicants they have on file. They made the appointment of Rolf Johnson from this to fill Dr. Broadhurst position. There has not been an appointment on Dr. Schloss position and it will be something as the Board discussed and if there are other comments or additional people to look at to let the Mayor know. The next person will be selected from this and it will be based upon the requirements for the Board. At this time Secretary Kaiser turned over the meeting to the new Chairman, Erickson. Kaiser nominated Bensen as Vice Chairman, seconded by Johnson. Motion carried. Bensen nominated Kaiser as Secretary, seconded by Erickson. Motion carried.

Bensen moved approval of the minutes from the June 5, 2008 meeting, seconded by Kaiser. Motion carried.

Old Business: (Board Member) Osborn stated the open spot he will work on this month and have the City make a recommendation and approve the appointment. One comment that was made was the possibility of the next NSU President to continue as a Board member if they choose. Osborn will make contact with the new NSU President to make sure if this is a request of theirs. (TSA office) TSA's request was to have the room occupied by July 1<sup>st</sup>. On July 1<sup>st</sup>, TSA had items in the room; the wall, the door was up and TSA provided the lock. Once a contract is received from TSA, we are then eligible to send the expenses to get reimbursed. Osborn is hoping to get the contract this month. The TSA office is pretty much complete other than the trim and they have moved in. (FAA 2008 grant) Osborn stated it had been discussed that there was a shortage. Since this time there had been new development, the 25% that we lost had been reinstated. On June 30<sup>th</sup> the President had signed this back in, so we have \$250,000 that can be planned out for the remainder of this year or carried over to the following year. Osborn stated the problem we have with this is that he had talked to Schauer, FAA yesterday and the grant had a short timeframe. We have to let Schauer know of what our plans are by July 9<sup>th</sup> and by August 1<sup>st</sup> the grant has to be written. It does not allow a lot of time to get bids for major project. The items that Osborn will talk to Muntean with Helms will be on the line of the FBO areas and some sealing. These will be things that Osborn will look at and if there other things that can be done with the contracts that we already have without re-bidding maybe we can get some of these projects done. Osborn added there are also some things over the taxiway that should be looked at. (Tri-Annual) Osborn stated we had good review with the tri-annual. There was a TSA representative who last time did not say anything positive of what we did, but this time he was very pleased with the program and that we had 100% turn around. Other people that were involved in the program were Emergency Management from ND, Fire Chief from Watertown and the Airport Manager from Brookings. Erickson asked how did communication worked. Osborn stated communications were good; there were still a couple of issues regardless. Osborn stated the nice thing about the program was this is the first time that we had a Public Information Officer which they use the Mayor and BCEM. Osborn added we still have things to work on. (Stock pile of dirt) Osborn stated there were comments made by Braun last month about the stock pile of dirt. Unfortunately, Osborn stated he was not aware about the wild animal and he had talked to King about this after the meeting. King had informed Osborn that this was about a year ago and took care of it immediately and is not an issue per se. As for weed control, Osborn stated we will do a better job of this. Kaiser asked when do we expect to have the stock pile to be gone. Osborn stated a lot of it depends upon the FAA and the future plans on the Master Plan because in order to fill in wetlands we have to get the environmental process done. Why turn the product off the property when we can use it. Osborn stated right now we are going to stock pile it for a while and has no doubt that all of it will disappear once we start working on our property. Kaiser stated he also had been asked by the public and wondered what the time estimate will be. Osborn stated his estimation would be about two years; one year for the wildlife study and it may take another year to get the approval from all the entities that are involved. They may have categorically exclude some areas that we can start moving dirt right away, but we have to go through the process of getting the Master Plan complete, done, and approved. Get the environmental requirements and the wildlife study done. Muntean added he recently received a notice that the Corps of Engineers and the EPA had signed a new memorandum of agreement on wetlands and that there may be some language that may require mitigation to be perform on growing season prior to filling of any wetlands. Osborn stated the benefit to this is that the City already owns other land where we could put it in place as soon as we get an environmental approval. Muntean stated he has not had a chance to research this as to how this will apply and just wanted the Board to be aware. Kaiser stated the main concern people have is that it is unsightly to have a big pile of dirt sitting right at the entrance. Muntean stated there had been discussion on how they will leave the final grade when they do some adjustment and have the contractor reshape it so it presentable and have a neat appearance. (Jack rabbit) Bensen asked if we had noticed increased on jack rabbits. King stated only after mowing and we had always had a good healthy population of jack rabbits. King stated they get them when they can and has concern on carrying firearm in the proximity.

Bensen moved approval of the bills for the month of June, seconded by Kaiser. Osborn added the NW Energy bill which makes the total bill for the month of \$12,332.31. Bensen moved approval of the bills with the addition of the NW Energy, seconded by Kaiser. Motion carried.

Bensen moved approval of the financial report for the month of June, seconded by Kaiser. Kaiser asked if we have heard from Great Lakes. Osborn stated at this point in time the City Attorney has not. Bensen asked when we expect payment from Verizon. Osborn stated there were three checks from Verizon this month. Motion approving the financial report for June was carried.

(Air Show) Osborn stated the group have been doing fundraising and as of now there is a little over \$10,000 raised for this year's show. The group is still looking to raise another \$5,000 which they are a little short of their goal. Keep in mind this year we do have the State grant that was received with the Car Show and by utilizing this we are in a comfortable area for doing the things we need to do at the Air Show. Osborn does not think we are done because we still want to make sure we do more permanency. One of the things that Osborn will add to this is that as we see fuelers and talked to fuelers about Air Shows, they have been big sponsors over the years where they have given 500 to 1,000 gallon of fuel. As fuel goes up this is a big thing and some had asked if we can do an Air Show every other year. Osborn stated we may have to look at every other year show if we don't have this sponsorship or find an additional \$6,000 to \$12,000 a year for fuel alone. Osborn wanted to let people know that unless we see more sponsorship there might not be a show every year. (Marketing) Osborn stated last month marketing dollar was discussed. Osborn received the quarterly report from the City and talked about where we are and what we are planning to do. We are still planning to do some things, but our marketing money is up to subject to be discussed because we have an issue on our Oshkosh machine that is broke down where the hydraulic is doing a backflow and is putting pressure on the machine. The cost to repair and update is about \$5,600 plus shipping. Osborn had talked to FAA and asked if we can look at funding this through AIP because it is a snow removal equipment and FAA said no as this is maintenance only. Osborn added he had also explained that there had been a design change in this equipment and certainly FAA may consider the design change which is very minimal. Osborn stated this is not the major part of the problem because of the backflow and the problem that goes on with the machine we had actually done some damage internally. In order for the machine to be operational by this fall, we need to get this machine in and taken care of. Budget wise Osborn stated he does not have it, supplemental wise it's not there which Osborn have to go to the City Council and asked for a supplement and the Council will asked what money have we not spent and part of the money we have not spent is our marketing. Kaiser stated we do not have much left in marketing. Osborn stated the balance right now is \$4,500. Kaiser asked if there were other money set aside for things like this. Osborn stated he had gone through the budget line by line and tried to find the money. We are all playing catch up with the fuel price going up. In order for us to do good stewardship we may have to go back and look at the marketing dollar and use this for repair as we need this piece of equipment which keeps snow off the runways. Osborn added we will still try to do one of the planters that had been discussed. Osborn's recommendation to the Board is to allow looking at the marketing dollars to pay for the majority of the repair and then ask for supplement if we need it. Erickson asked if Oshkosh is having problems on all the units they have like this, with the design flaws. Osborn stated when he talked to Schauer one of his recommendation is if there have been a change in the design to see if Oshkosh would assist us. Osborn stated he had not made this call yet as they only discussed this yesterday. Basically Osborn wanted to see if there is anything that FAA can do because it is such a necessary piece of equipment. Comm. Wiese asked how old the equipment is. King stated it's a 1997 model and Osborn added it does not put it in a criteria to be replaced because it has not met the years and hours of service. Erickson asked how many hours do we have on it. King estimated that it's about 3,500 hours. Osborn stated this has to be taken care of it and marketing is one of the areas we have money that we have room to make this repair. Kaiser asked who will make up the bills for the Air Show if they don't raise all the money. Osborn stated the Air Show is pretty well covered as far as what is being done for acts and the expenses they have in the past. The Air Show committee has the responsibility for the expenses. Kaiser stated our landing fees are down without GLA and to put it all together is a squeeze and asked how the private landing fees is determined. Osborn stated there are no private landing fees. Kaiser asked are they anywhere in the nation. Bensen stated just on the major airports. Osborn added if we deter traffic we would take away fuel sales and other services that we have. Bensen asked if Osborn need a motion from the Board to look at the marketing money. Osborn stated basically this is the only area that he can draw from and we need to get the equipment fixed. At the point where Osborn looks at the budget, we will need to supplement and the City Council is allowing supplement to be done immediately. Bensen stated this is a normal operating and has no issue as we need to get it repaired. Bensen moved to go forward with the Oshkosh repair, seconded by Johnson. Motion carried. Kaiser suggested approaching various groups to explain that the Airport had changed over the past 5 to 8 years since the marketing study showed 50% of the population around the area indicated that they do no use the Airport. Kaiser stated community groups could be utilized to gather information concerning the community's feeling on this matter.

Osborn reported the TSA update on the additional room was discussed in the old business.

Bensen moved approval to pay Helms and Associates PE #9 for the work on the Master Plan and Airport Layout Plan in the amount of \$16,131.72, seconded by Kaiser. Motion carried.

Bensen moved approval to pay Helms and Associates PE #13 in the amount of \$44,620.51 for Construction Administration and Resident Engineering Services for AIP Project #3-46-0001-27-2007, Reconstruction of Taxiway 'D', seconded by Kaiser. Motion carried.

Bensen moved approval to pay Helms and Associates PE #1, Final for the ARFF Building Improvement, AIP Project #3-46-0001-28-2008 in the amount of \$7,621.94, seconded by Kaiser. Motion carried.

Kaiser moved approval to pay Jacobson Electric PE #5 in the amount of \$22,409.49 for work and materials for AIP Project #3-46-0001-27-2007, Reconstruction of Taxiway 'D', seconded by Bensen. Motion carried.

Bensen moved approval to pay UPCI PE #3 in the amount of \$698,445.07 for work and materials for AIP Project #3-46-0001-27-2007, Reconstruction of Taxiway 'D', seconded by Johnson. Motion carried.

Bensen moved approval of UPCI Change Order #1 decreasing the contract amount of \$195,420.25, seconded by Johnson. Motion carried.

Bensen moved approval to pay Zeller Brothers Construction PE #1 in the amount of \$20,025.00 for work and materials for AIP Project #3-46-0001-28-2008, ARFF Building Improvements, seconded by Johnson. Motion carried.

Osborn stated based on the number of rentals we have, it would be in the best interest of the Airport to purchase a seeder. Kaiser moved approval to purchase a seeder, seconded by Johnson. Motion carried.

Osborn stated due to the close nature of the process to close out AIP Project #3-46-0001-25-2005, this was presented to the City first. Bensen moved approval for the Mayor to sign the close out report for AIP Project #3-46-0001-25-2005, seconded by Johnson. Motion carried.

Osborn asked to advertise for RFP for Engineering Services with acceptance date of August 13<sup>th</sup> at 10:00am. Kaiser moved approval to advertise for RFP Engineering Services, seconded by Johnson. Motion carried.

Osborn reported the 2009 budget had been turned in to the City and that he will meet with the Mayor, Finance Officer and the City Council in the month of July.

Osborn informed the Board that the annual FAA Certification Inspection is scheduled for July 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup>.

Bensen moved to adjourn, seconded by Kaiser. The meeting adjourned at 12:41pm.