

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
November 9, 2006

MEMBERS PRESENT: Dr. Kennon Broadhurst, Steve Kaiser, Tom Scheid, Mike Erickson, Patrick Schloss

MEMBERS ABSENT:

OTHERS PRESENT: Dave Osborn, Bill Antonides, Bob King, Walter Bauer II, Jackie Burke, Sam Muntean, Lynn Hovel, Mark Caven, Jeff Mitchell, Rhea Ketterling

Chairman Broadhurst called the scheduled regular meeting of the Aberdeen Regional Airport Board to order at 11:30am on Thursday, November 9, 2006.

Erickson moved approval of the minutes from the regular meeting held on October 3, 2006 with correction on the members present (Scheid was present), seconded by Scheid. Motion carried.

Old Business: (Office) Osborn stated with Great Lakes coming in TSA has moved into the office until their office is open in the SRE building. (Great Lakes Ribbon Cutting) Osborn stated the ribbon cutting is schedule for 2:00pm on Tuesday. Mary Osborne from Great Lakes will be here. The Chamber is sponsoring the ribbon cutting and all the ambassadors for the Chamber will be here. Osborn stated at this point in time the marketing for Great Lakes is they are pressing the business travelers. Osborn added he had a discussion with Great Lakes today as he is concern that something should also be done for the public as far as grand opening and they will continue to work on this. (SCAS grant) Osborn stated part of the requirement for the SCAS grant is that we have to have a program into them within 30 days of when the contract was signed by Great Lakes as to our marketing program. Osborn did some background with Mark Sixel and Lynn Poucan and hope to have this information by the end of next week. (City Hangar) Osborn stated the foaming had been freeze, the building had been worked on, the gas line is inside, they are working on the doors and thinks that they are pretty close on having the building heated. Osborn stated our staff had helped with this project and thinks that what Quest wanted to accomplish this fall had been accomplished. (War Memorial) Osborn stated this account had been closed and checks had been sent over to the City. A check will be issued to Brown County and this will be presented to them as a refund check. (Handicapped Board) Osborn stated last month it was discussed the handicapped board for the airlines and at this point Great Lakes does not have anything they utilize in other airports so we will come up with a board ourselves and get this taken care of before next month's meeting. (Café) Osborn stated he had talked a number of times between the last meeting and now about a possible person working in the café and this did not work out and will not go further. The café group had talked about couple other scenarios – they had discussed taking the bar area out and putting the machines in this area and taking a few tables and chairs and placing them in the vending area and make this a quiet space. (Hangar Sq. Footage) Scheid asked on the status of square footage for the hangars. Osborn stated he has some information, but had not put them on a report form. He hopes to present this report next month.

Chairman Broadhurst asked about the bill from AllTell, meal allowance, and House of Glass. It was explained that the AllTell bill for a roaming charge is separated so supervisor can monitor this, the meal allowance Osborn stated he went a different direction than King so he did not charge the City for his meal, the glass wire from House of Glass were for the rotunda on the jet bridge – two were used and the rest are extras. Chairman Broadhurst also asked about the seeds that were bought for \$1,900. Osborn explained this is for the runway safety zone as we had tried bluegrass and did take. Osborn stated the fall of the year is when we reseed so we get some good growth for next year. Chairman Broadhurst thought that this would be the third attempt on reseeding in some of the area and asked if we should take a look at the soil so we do not have to keep reseeding every year. Osborn stated that probably in couple of the area there had been problem and it is probably because there were a lot of moisture and the seeds got drowned out. Kaiser moved to pay the bills for the month, seconded by Scheid. Motion carried. Osborn added the Northwestern Energy bill for \$7,351.59. Kaiser amended his motion to include the Northwestern bill, seconded by Scheid. Motion carried. The motion to pay the bills including the Northwestern Energy bill was carried.

Osborn reported there were payments received after the end of the month; they were from Quest Aviation, Southwest Airlines, and Vector Aviation. Scheid moved approval of the financial report for the month, seconded by Kaiser. Motion carried.

Osborn stated the biggest thing in Airport marketing is the Ribbon Cutting for Great Lakes on Tuesday, November 14th at 2:00pm and the Chamber will be handling this with the Ambassadors and would like the Board to be here. Osborn stated the advertising plan that he had talked about from old business he hopes to get the 30 day plan for FAA. Osborn stated with marketing he had seen good cooperation between both of the airlines. There had been growing pains having two airlines: space problems and issues on how bags are placed but these had been worked on with TSA, Mesaba, and Great Lakes staff. Scheid asked how the Great Lakes usage was. Osborn stated he does not have this report available. Chairman Broadhurst asked if we will be receiving future billing from Great Lakes for whatever is needed from the grant. Osborn stated according to the contract Great Lakes is to send monthly a bill so we can produce our report for the SCAS grant. From this it will talk about the seats that were not utilized. Chairman Broadhurst asked how many seats are guaranteed and is there a set fare for these seats. Osborn stated we are guaranteeing 21 seats and this is based on the regular fare. Osborn stated the first contract was based on 21 seats and the second contract is based on dollars of income. Osborn stated the dollars of income is the indicator so if Great Lakes is running a special fare we may be subsidizing part of that fare. Osborn stated this was discussed when the contract went from actual seat usage (first contract – 21 seats) and towards the end they came up with an adjustment to the final page of the contract which discussed the dollars and utilizing the grant within the first twelve months. Chairman Broadhurst stated after the first billing we will have a better understanding and how long the grant will last.

Helms and Associates pay request: Discussed the difference in the amount due for the Airport Mini Master Plan and after doing a recalculation, Kaiser moved to pay PE #1 in the amount of \$1,757.62 for work done on the Airport Mini Master Plan, seconded by Erickson. Motion carried. Scheid moved to pay PE #11 in the amount of \$4,010.50 for Construction Administration and Engineering Services for AIP Project #3-46-0001-25-2005 SRE Building, seconded by Kaiser. Motion carried. Osborn stated Helms has someone oversee the contract to make sure that everything is being done by specification. The taxiway project had a problem with the concrete. UPCI was to lay 14 to 16 concrete in one day. They started to lay concrete and the staff from Helms had told them there was a problem and they had to stop, but the contractor continued to pour concrete and at the end of the day 6 of what they poured did not meet spec and had to be removed. Osborn stated there is an administration fee every time we do a project and this is why - to have someone out there who knows the specs. Osborn stated he compliments Helms & Associates for the good job they do as these dollars are important to us as we could have had substandard area in the Hangar Taxilane. Muntean from Helms stated just to clarify that UPCI did not just kept going after they were told to stop because they ignored their instruction, but UPCI wanted to fix and rectify the problem and continue at their own risk. Muntean stated unfortunately what steps UPCI took did not rectify the problem. Muntean reminded everyone that on AIP projects FAA requires an airport to have an engineering firm oversee the construction of a project and part of their job is to verify that all the work is done according to FAA design standard and at the end of the project the firm has to sign off on the project. Schloss asked what the problem was. Muntean stated there were a couple of issues; UPCI tried to form pave which is a very common procedure, however the mix that they used did not form very well and the project called for a key way and this was also not forming properly. Schloss moved approval to pay PE #5 in the amount of \$15,172.54 for Construction Administration and Engineering Services for AIP Project #3-46-0001-26-2006 Hangar Taxilane Improvements, seconded by Erickson. Motion carried. Erickson asked how far along is this project. Muntean stated the project is about 95% complete as all the concrete work has been completed and they are doing the final grading. One of the issue is the routing and sealing of the joint as it needs to be 50 degrees for the seal to hold which means that this might have to be hold off till next spring. The contractor will look at this weather permitting.

King introduced Bryan Owens, airport maintenance to the Board. Owens filled the position vacated by Mike Mitchell.

Kaiser moved to pay Steel Structures PE #8 in the amount of \$271,739.30 for AIP Proj. #3-46-0001-26-2006 Construction of SRE Building, seconded by Scheid. Motion carried. Kaiser asked for an update on the project. Muntean stated all the site and exterior work had been completed except for the final trim work which they are still working on today. The interior work most of the structural work had been completed and working on finishing work; the big item is geothermal heat equipment. The issue was trying to get all the equipment in the mechanical room and still be able to access and work on it. West Plains Engineering has put together a new drawing and this should be available today. Chairman Broadhurst asked when the building will be available for use. Muntean stated the last discussion with the contractor is somewhere around the 1st of January. Muntean added some areas might be open earlier like the snow removal equipment storage area because it does not have to be heated. Osborn stated there had not been an actual extension granted by the Board. The issue will still be what time the contractor needs. Muntean added they had asked the contractor of a list of items that they can't complete until the heat equipment is installed.

Scheid asked if UPCI already done reform on the Hangar Taxilane project. Muntean stated what did not meet specs had already been removed and redone. Erickson moved to pay UPCI PE #3 in the amount of \$227,042.47 for work completed to date for AIP Project #3-46-0001-26-2006 Hangar Taxilane Improvement, seconded by Scheid. Motion carried.

The Board received a copy of the minutes of the WHMP annual meeting held on September 27, 2006 and placed on file. Antonides stated the Airport was required to do a Wildlife Hazard Assessment back in 2000 which was done and had identified 15 problems at the Airport as far as wildlife hazards. Then a Wildlife Hazard Management Plan was done and completed in April 2002, as how we would go about correcting the 15 problems. The annual meeting is required by FAA to check on progress and find out if there are any problems that had developed and to bring any other things that the Airport thinks might be a problem. Antonides stated he is happy with how things are since the perimeter fencing had been completed for about a year, all the crops are gone and replaced with grass even though we are having problem with growth but this will come up in time. Antonides stated everything on the recommendations had been completed, the staff had been very good about keeping down weeds, taking care of wildlife hazards they may see, and have been doing an extremely good job on reporting of any strike that happens. Antonides stated last year we had an increase number of strikes, but none of these actually was reported by pilots they were reported by staff during their normal checks or mowing. Antonides stated on continued training and making sure staff uses the right equipment - he had done a firearms training this year. Everything is going pretty well, one of Antonides concern is the new construction that is going north of the Airport. How will they move all the water that comes off the parking lot - are they moving it under or above ground, will they have a holding pond and how much waterfowl will this hold? Antonides stated there are no major concerns other than there is a new AC (Airport Circular) out that requires continued training which so far we had done a good job on, but FAA is getting more particular on having annual training for the person who is in charge of the program which is Antonides and has to meet specific requirement. Antonides stated he meets all the requirements this is not a problem, but FAA are asking for continued annual training and this is generally a three day class somewhere else. Antonides asked if the Airport Board would allow him to use some of his contracted hours towards the training in order to meet the requirement of the new AC for him to be in charge of the program, fire arms training and safety training. Osborn stated he had contacted Jesse Carriger our FAA Certification Inspector for clarification on Antonides training. Carriger had stated that most airports uses US Fish & Wildlife people and Aberdeen is the first to use a registered biologist and when the AC was written it was written one way. Osborn added that Carriger had stated that as long as the training course is FAA approved they will not be a problem with it. Osborn recommended to the Board to allow Antonides to use his contracted hours to get the training that he needs on a tri-annual basis in order to meet the FAA requirement. The Board does not see this as a problem, but would like something in writing. Osborn and Antonides stated the Board does not need to act on this now; the information was address so the Board is aware of it. Chairman Broadhurst asked about the concern of the police department about using firearms at the Airport. Osborn stated this was from the previous year's meeting which had been resolved and discussed with the Police Chief and the previous City Attorney. Chairman Broadhurst stated there was the issue of water coming from the parking lots and closing the area where we have water standing and this can only be done by going through by the Corps of Engineer and having a full survey done and we just have not pursued this. Antonides stated the number one wildlife attractant on the Airport are the wetlands. The FAA requires the airport to get rid of the wetlands, but the Corps of Engineers has various requirements in order to do this which one is full environmental assessment. Antonides added we have two federal agencies telling us

different information. Osborn stated three or four years ago he had started to do different things to deal with this problem because at that time it was requested by our FAA Certification Inspector to take care of the 3 or 4 wildlife ponds. Osborn stated at that time they had started to work with FAA in the Bismarck office which we were told we had to wait a year for an environmental requirement. Osborn stated we waited and when it came back we were informed we needed an environmental assessment. Osborn stated he had been working with Helms and Antonides so when we do a big project like Taxiway Delta there will be a need for an environmental assessment whether it is a full pledge or not in this they will take a look at these areas so we can eliminate them so it will have to be with future project in order for us to do this. Osborn stated we work with two FAA offices, one is for our funding and the other is the certification. And because the certification says we have to do it does not mean it will happen because of the environmental requirement. Osborn stated we had US Wildlife and Corps of Engineer approval to remove some of ponds but they have time limit on them and this time limit is coming to an end so we have to redo the process again.

Osborn stated once a year there is a request from Brown Co Emergency Management who has some of the funding from Homeland Security and a number of City entities and County had put together a program on October 25th and reviewed what is available. King distributed a letter of what he had sent to BCEM for an application for the Airport. King stated what he is applying for is half of the cost of the mobile observation security platform (security vehicle) which half of the cost had been secured from FAA and the other item he had applied for is adding security cameras on areas where we now have second airline activities and also upgrading our system. King stated the grant is being administered by Beadle County this year and our total grant request is for \$36,217.44. Osborn stated the application is going through Brown County and they will write one grant. The information is due today which King had already faxed the information. Osborn stated on the camera system there was an incident this year on welcoming the hunters were items for sale were taken off the table during the last incoming flight and we had no camera coverage in the area that this was set up, there was also a bag on the ramp last year that was out of the view of the camera and other things like passengers complaints on missing items from their suitcases. Osborn added if this does not work out it will be something we need to fulfill and look at in the future because there is a need.

Freddie Robinson, BCEM had sent an email requesting the Airport to have the buildings on property to have a number on them. For Emergency purposes they would like to make sure that we as a Board act on this and have all the providers on the grounds to have numbers on their buildings for location purposes in the event that there is a fire, etc. Osborn stated he does not think that this had been addressed with the Board before and request that we act on this. Erickson asked does this include all the hangar area. Lynn Hovel from the Fire Department stated that it would help them if the hangars have the hangar numbers on them. Chairman Broadhurst asked what prompted this request. Osborn thought that NorthWestern had brought up the concern. Mitchell added it might not be NorthWestern as much as the SD One Call system that is having an issue. Hovel stated with the One Call system we cannot give description, they go by the exact address. Osborn stated we can do our building and he will put a letter out to those who have building on premises. Caven asked if the numbers have to put on all the buildings as for his business there are different buildings like the office and multiple hangars. Osborn stated Caven would use his physical address on his office area and the others are extension of that building.

The Board received information on 3M addition and Osborn stated that they had done their 7460 and everything is in line.

Osborn informed the Board that there is a Snow Removal meeting scheduled for 9:30am on Monday.

Osborn stated the current moratorium had been discussed a number of times. One of the things that happened in the last meeting in between times was the Board was contacted and was informed where we are with FAA and other additions. Osborn stated one of the things that came about was to make contact and discuss the option. Osborn stated he met with Helms, King and others a number of times and looked at all the options for the land which are not ours and work on the moratorium issues. One of the of the things that was discussed was to talk about the future plan, the land that is on the opposite side of 6th Avenue that pertains to 5 people off our 17 end was one of the area that were put in the moratorium. It was discussed that future expansion on this end would be limited. Osborn stated he went to the Council last Monday night and asked to vote on the fact that we would go forward and only allow visual approaches on the 17 end and take the moratorium off and one of the ways to do this is a letter to FAA requesting this. A copy of the letter written by the Mayor to FAA was distributed to the Board. Osborn stated before recommending the 17 end to be visual approach only this was discussed with Caven from AFS, Quest, Helms, and Mesaba as to what effects this would have on pilots, who will it going to affect and how is this going to affect them. Osborn stated FAA's stand on this is that they do not like to get rid of RPZ, but under the circumstances and the advice of what is going on in Aberdeen this particular case they would agree with. Osborn stated it would take about a week to get a response from FAA on the letter from the Mayor. Osborn stated one of the questions the Mayor asked was that was this discussed with the Board. Osborn stated he did call and talked to all of the Board members and got their opinions. Osborn added he is aware that some would like to wait and study this a bit more and some say to go forward. Osborn stated by going forward with this it would allow the property owners to do something with their property. There will still be some restrictions and these restrictions we will work with the engineers and City Hall. Osborn reminded the Board that the 13 end is still an issue which is over by Menards and Super WalMart. Kaiser asked what is the difference on visual approach only and is this limiting factor for future development of air service. Osborn stated the letter is not for the future, we are requesting at this point in time that FAA allows us to have the 17 end to be a visual approach only. Osborn stated he feels that in the next few years we will go back and look at going South with some of the runways, but in doing it in this method we can look at getting some FAA funding to make this change; we are not giving up future expansion. Muntean from Helms stated there is only a visual approach on the 17 end and this is always been. Muntean stated we are not giving up an approach that we have, we are giving up the ability for larger RPZ for future precision approach. So in the future if we want to place a precision approach on the 17 end, we will probably spend some money and one of the things is probably moving the runway to the South which always been an option to look at since the RPZ issue started. Kaiser asked would the only reason to move the runway South is because of the precision approach. Muntean stated yes and to make the runways longer. The other issue is that the 13 end RPZ is not clear and the only way to clear this is maybe move the 13 end of the runway. And if this is move the 17 end would have to be move at the same time because we cannot have the runway end as an obstruction to the other runway. Erickson asked how come when the runway was moved the first time it was not move far enough. Muntean stated this would be an FAA question and added the reason the runway was moved the first time was because the vehicle on the highway was an obstruction to the approach surface and at that time they did not look at the RPZ issue. However, at that time if they have moved the 17 end back to clear the RPZ then they would also have to move the 13 end back because again we would have a runway that did not cross and one of the runway would be sitting in the RPZ.

Also back then the FAA had basically had a statement that all runways would cross and since then this has change. RPZ was also not a big push then, but now it had become a national issue. Muntean reminded the Board that the City actually own easements on some of the property that are on the RPZ across highway 12 for height restrictions. Kaiser asked if we had seen the plan for the Harr's project. Osborn stated he had seen the original plan, but has not seen the final plan. Chairman Broadhurst stated that Harr's has every right to build where they bought property and the only thing the Airport can do is move south. Osborn stated because we do not own the property we have the responsibilities to FAA to make sure that there is aeronautic allowances by doing a beta test and doing a 7460 but once a 7460 is filed we are no longer in the loop and that the land requirement which based on the contract that we sign for funding we have the requirement to make sure that there are not land usage that affects our RPZ and if it does we have the responsibility to become involved to protect the area. Osborn stated Schauer had stated time and time again if we have RPZ issues, buy the land but with the development here now this is probably not the viable situation. Kaiser stated his concern is by moving south what will this do to the north end of the runway and what affect will this have on AFS, how far can the runway be moved and everything still working. Osborn stated they met with the FBO's and showed them the possible drawing and had a chance to review and it's not always the best scenario for everyone involved. Osborn added that taxilanes had been discussed with Caven. Erickson asked how much land we have going south. Muntean stated on the preliminary drawing they did to move both runways so the RPZ can be put on the property, both runways would go about 1000', but the portion of the 31 and 35 end would be on the farm field. Erickson stated then we would need to look at land on the South end. Kaiser asked would these land would be in the City or County. Osborn stated some of it might be County and might just have to be replatted and rezoned. Erickson moved approval of the Mayor's letter to FAA regarding the 17 end, seconded by Scheid. Motion carried.

Osborn stated this is the time of year when he talks to FAA as to where we will spend our funding. Osborn stated we have been up and down and not know where we will go because of the RPZ. When he talked to FAA they had told him to go back to the plans that were discussed this summer and Osborn discussed this with Helms. Osborn stated the Delta taxiway is the project that they are looking at for next year. This was to be a two year project, but FAA had gone forward that they would like to do this in one year and this is from the Airport's request. From this Muntean from Helms had to come up with a list of cost and this had been reviewed with the Board. Osborn stated now FAA is working to get additional funding to do this as a one year project. Osborn stated the biggest thing is going back to the City and making the match for the 4.5m project instead of 1m. Osborn added our PFC as collected through the City is set aside to an account which basically we can go back and use as the match.

Erickson asked who the new Emergency Management Director is. It was reported that it's Scott Meints.

Kaiser suggested we should have the architect come in and look at changing the Food Service area to total vending area and what could and should be done. Osborn stated they could look at this area after the meeting and thought it can be solve without getting an architect involve and extra cost to the Airport.

Osborn requested to go into Executive Session to discuss personnel matter. Erickson moved, seconded by Scheid. The Board moved into Executive Session at 1:00pm. The Board moved out of Executive Session at 1:25pm and adjourned the meeting.