

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

January 4, 2018

MEMBERS PRESENT: Mike Erickson, Rolf Johnson, Lon Gellhaus, Carl Perry

MEMBERS ABSENT: Tom Seyer

OTHERS PRESENT: Cody Roggatz, Lynn Lander, Mark Hanley, Mike Schmit, Doug Fjeldheim, Alan Johnson, Dean Knie, Kevin Braun, Darrell Hillestad

Chairman Erickson called the monthly scheduled meeting of the Aberdeen Airport Board to order at 11:02 AM on Thursday, January 4th, 2018.

Item #2 Approval of Minutes from the December 7th, 2017 Meeting – Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

Item #3 Approval of Minutes from the December 19th, 2017 Special Meeting – Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

Item #4 - Adoption of the Agenda – Moved by Gellhaus, seconded by Perry. **MOTION CARRIED.**

Item #5 Schedule Next Meeting – Thursday, February 8th, 2018.

Old Business:

New Business:

Item #6 Bills for the Month of December – Moved payment by Gellhaus, seconded by Perry. **MOTION CARRIED.**

Discussed: Radios out of the equipment that was surplus will be used for back-up.

Item #7 December Financial Report – Moved approval by Perry, seconded by Gellhaus. **MOTION CARRIED.**

Item #8 Recommendation to pay Helms & Associates invoice #29 in the amount of \$6,239.23 for Construction Administration and Resident Engineering Services on AIP Project #3-46-0001-36-2016 Runway 17/35 Decoupling (Construction Phase) -

Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

Discussed: Working on Close-out report to submit to the FAA on this project. Invoice received for the flight check and we are currently processing and incorporating into the Close-out report. Rwy 17 REIL's had been flight checked and had been turned on and are available for use. The total project costs still remain under budget.

Item #9 Airport Manager's report (Roggatz):

9a: Airline Operations December – Enplanements is 2,726, up 3% over 2016; Deplanements is 2,391, up 0.6% over 2016. Total December Airline Passenger Traffic is 5,117, up 1.9% over 2016. There were 5 cancellations in the Month of December; 3 due to weather, 2 cancellations due to crew in MSP. There were 2 lengthy delays due maintenance in MSP. For CY2017: Enplanements total is 28,196, up 3.7% from CY2016; Deplanements total is 27,628, up 3.4% from CY2016; and Total Passengers total is 55,824, up 3.5% from CY2016. This is the highest year we've had for total passenger traffic since 2005. Back in 2005, there was a separate Grant that we were operating under and we had additional flights. On average, we had 8 flights with 34 passenger SAAB 340; over 240 seats available. Now, we are running 100 seats available in and out each day on average. It's great to see the 55 thousand passengers for the year; thank you. For statistics purposes, Sun Country flights are not included in the numbers reported.

9b: General Aviation (measured in volume) – First 11 months data: GA fuel sales up 1.6 % (473,136). Air carrier fuel sales including cargo up 2.6% (325,065). Total Fuel Sales up 1.9% (798,201).

9c: Construction and Projects:

- Walk through of the new Snow Removal Equipment is available after the meeting.
- Snow Removal Equipment arrived on December 12th. Decal, beacon and radio install was done on December 13th through the 15th. All of the Airport Staff went through Operator and Maintenance training that was conducted by 2 factory representatives from December 12th through the 14th.

- Waiting on FAA approval for the release of the old equipment. The Plow Truck will be utilized by the City Street Department. The Tow-Behind Broom, 2 Airports were contacted and were not interested, currently.
- Working with Helms & Associates to set-up the first meeting in February for the new Wildlife Assessment and Wildlife Hazard Management Plan.

9d: Operations and Maintenance Report: (Hanley)

- Weather Events
 - Weather events: #4 (12/28), #5 (12/29) and #6 (12/30). Total man hours 77.25 and used 601 gallon of fuel used.
- Part 139 Compliance
 - Monthly PAPI's maintenance completed.
 - Continue to replace faded runway bulbs. Replaced 12 bulbs on rwy 13/31.
- Terminal
 - Repaired cipher lock on the Jet Bridge door
 - Reset boiler breaker for control base board heaters. Continuing to monitor to make sure no further issue.
 - Adjusted Gate #1 to function better in cold weather.
- Vehicles/Equipment
 - Received the 2-MB 5 as stated previous.
 - Replaced cutting edges on 3 snow bucket for the Skid steers.
 - Installed LED beacons on both Bobcats and Oshkosh Snow Blower.
 - Decommissioned Int'l Truck #4 and Eq. #44(Tow Behind Broom). As stated previous, radios taken out of these equipment will be used for back-up.
 - Received BOSS VBX 8000 spreader. Installed on the 1 ton flatbed. This will be use to apply the solid de-icer (NAC) for the Terminal Road and the airfield.
 - New tires placed on Ford F250. Work being done at Pierson (rear-end bearings, limited slip clutches and seals).
- Other
 - Placed coolant heater on emergency generator.
 - Received 4,400 gallons of liquid de-ice fluid.
 - Purchased taxiway edge lights LED. 15 kits on order, currently have 5 complete light sets in stock.
 - Received Pay loader forks, parts washer, BOSS VBX spreader, another 10' snow bucket and the 3,000 gallon diesel storage tanks.

Roggatz added the LED taxiway edge lights were bought at a discounted price and it doesn't include the heating kits. The heating kits will be purchase at a later time. The edge lights on taxiway D are approaching the end of their useful life. As they start to fade or burn out, they will be replaced with these new kits.

Erickson asked what the capacity of the de-icing truck. The truck holds 2,000 gallon. We can hold over 6,000 gallons if the de-icing truck is tapped off before we receive delivery.

10. Other Items:

Hangar Lease Agreements – Braun asked the status of these agreements as of today. As of Tuesday night, Roggatz stated the Ordinance was approved for the 2nd reading. We are working with the City Engineering department to verify the measurements and then the City Attorney's office will be sending these out.

Snow Removal – FBO Frontage - Roggatz is unaware of any instance of where it was 30'. We try to keep it to 5' to 10' window. It is a learning process with the new equipment.

There being no other business brought before the Board, Moved by Perry, seconded by Johnson, meeting adjourned at 11:39 AM.

APPROVED BY:
 ABERDEEN AIRPORT BOARD
Michael Erickson