

MINUTES

ABERDEEN REGIONAL AIRPORT BOARD

Regular Meeting

January 5, 2017

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

MEMBERS ABSENT:

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Dea Harrington, Jeff Catron, Courtney Schlosser, Darrell Hillestad, Michael Schmit, Daryl Shook, Kevin Braun, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:00am on Thursday, January 5th, 2017.

Item #2 Approval of Minutes from the December 8th, 2016 Meeting – Moved by Perry, seconded by Black. **MOTION CARRIED.**

Item #3 - Adoption of the Agenda – Moved by Perry, seconded by Black. **MOTION CARRIED.**

Item #4 Schedule Next Meeting – Thursday, February 9th, 2017

Old Business:

New Business:

Item #5 Bills for the Month of December – Moved by Gellhaus, seconded by Black. **MOTION CARRIED.**

Discussed: The biggest expense is the tanker full of de-icing fluid. We've received much better rate this year; \$4.59/gallon versus \$5.18/gallon as there's other companies in the market now. A 10' bucket was purchased for bobcat attachment to use landside. Testing done by Aaron Swan was for the Rwy 17/35 Decoupling project. Electrical fixtures are to replace the lights in our office to LED's. Radios were put in vehicles.

Item #6 December Financial Report – Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

Item #7 Recommendation to pay Helms & Associates invoice #17 in the amount of \$23,880.73 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 Black. **MOTION CARRIED.**

Discussed: Rwy was opened in November. We are still working on the electrical; PAPI's and REIL's and to get the proper heating installed in the taxiway edge lights which are now LED's.

Item #8 Recommendation to pay PE #6B in the amount of \$25,902.45 for materials and work completed through December 31st on AIP Project #3-46-0001-36-2016 Runway 17/35 Decoupling (Construction Phase) - Moved by Gellhaus, seconded by Black. **MOTION CARRIED.**

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

9a: Airline Operations – December enplanements is 2,646; deplanements is 2,376. Total passenger traffic is 5,022. Total December enplanements were down 0.90% and total deplanements were down 3.84% over December 2015. There were 3 cancellations in the month of December which were weather related (2 were around the Christmas holiday). ABR Airport was open, but with the issuance of the Flash Flood Warning in Brown County, MSP decided to cancel flight. With the huge system that went through the upper Midwest Minot, Jamestown and Watertown (Clsd), BIS (only Emergency ops) Fargo (one rwy open not in good condition) and Brookings (unmonitored). These communities had different variety of the same system that we had experienced. There was a lot of effort put in by our staff to make sure we are up and running. The other cancellation we had was due to low visibility. 2016 total annual statistics (total passengers 53,916) compared to 2015 (54,808), it's down -1.78%.

9b: General Aviation (measured in volume) – All of the December information from the FBO's is not available. Report will be given in February.

9c: Construction – previously discussed

9d: Operations and Maintenance Report – Krokkel

- **Weather Events** – we had 5 weather events; 12/10-1/2. We've used 500 gallons of deicing fluid on Dec 25th-26th weather event. Approximately 1800 gallons of Diesel used for all 5 events.
- **Part 139 compliance** – training was done regarding the latest draft AC from the FAA (changes being made on Winter Airport Field Condition reporting and Winter Ops Safety Bulletin.
- **Terminal** – replaced the rubber plug with an underground valve and installed a pump out pit for the airline de-icer runoff.
 - sprinkler head break: replaced in the North Vestibule due to extreme cold temperature exposure. Talked to DGS manager and supervisor to talk to their employees.
 - baggage claim roll up door and conveyor: was damaged and is currently out of service. Waiting on repair estimates and vendor will call supplier from Cornell. The turning radius is still tight for the equipment they use even after the change that was done when we remodeled. There will also be additional cameras installed where the luggage are handled to better protect those employees who's handling those luggage and to also review if there are incidents.
- **Vehicles/Equipment** – surfacing repair on Snodozer box pusher skids
 - replaced mold board and cutting edges on the Blade
 - replaced broom elements on the MB Broom
 - light bars (strobe assembly) installed on 3 vehicles
 - new CTAF radios on R10 and truck #46
 - took delivery of 4,400 gallon of de-icing (new vendor) which were mixed with the Cryotech de-icing fluid.
- **Other**
 - provided construction escorts.

Item #10 Other Items:

ABR Rwy incursion during Snow Removal operations on December 16th – (incursion defines as incorrect presence of a vehicle and personnel on rwy surface in use) this was reported immediately to the FAA by Roggatz. Numerous immediate action was taken (including training for all staff and alcohol and drug analysis on the individual involved) after the event (failed radio on a truck). One major procedure change we are making after this event is that whenever we are doing a Snow Removal procedure on runway surfaces even on priority 1 surface (typically Rwy 13/31), we will have that surface "Closed with PPR" (Prior Permission Required). The CTAF radio frequency or the 24 hours Operations line will be listed to provide as additional layer for coordination. Additional action is not expected from the FAA after reporting this incident. They were appreciative on how this was handled and how it was reported to them and the actions that we have taken. Johnson asked if it caused any safety hazard. Roggatz stated it was a serious matter that was treated immediately. Crew were pulled off the field and necessary actions were taken immediately. We've been extensively with the FAA on updating our SIC Plan (Snow and Ice Control). We received notification from our Region after reporting our event/incident, a list of 6 other incidents that had occurred within the Great Lakes Region (of which one was on an aircraft ending up 107' off the end of a rwy). With the change on the system reporting and human factors involved with Aviation, there will be certain issues.

Change on Airport diagram (NOTAM) – We are working to get any notification on what they will allow us to put in the system. Roggatz tried 4 different avenues and was told that there's nothing that can be issued. All we can do is to file in the system for the next Airport Diagram update, which is a system wide update across the FAA. There is now a NOTAM out after calling and talking to numerous people. Johnson asked how the Airport Diagram is submitted. We file online with the FAA a sketched diagram that Helms compiled with the help of the Airport to show our new configuration. The update is done every 90 days and our new diagram should be in with the March 2nd update.

PPR – Catron, a local pilot, asked how the PPR work for an aircraft inbound 2-3 hours away. Roggatz stated the Staff prefers the pilot to use the CTAF frequency when the aircraft is in range. An Airport Advisory will be sent out to our tenants to meet and talk about this change. If the Airport Ops line is used, the pilot can give their ETA, but still call CTAF when you're enroute. The PPR is just another layer of safety. It shows the runways are closed, but technically the runway is not closed when you follow the procedure and give the Airport a heads up. Hillestad, a local pilot, stated he understands why this is being done, but it deters traffic from coming here. There's not much Roggatz can do as this has been a strong recommendation from the FAA. Hillestad stated this have been a recommendation for the past 10 years and they have been fighting it as pilots. As long as we work together and have open communication this will work, Hillestad added. Roggatz stated this is what we strive for and always tries to improve.

Gellhaus moved, seconded by Black, meeting adjourned at 11:40 am.

APPROVED BY:
ABERDEEN AIRPORT BOARD
Michael Erickson