

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

January 9, 2020

MEMBERS PRESENT: Tom Seyer, Mike Erickson, Carl Perry

MEMBERS ABSENT: Lon Gellhaus, John Aman

OTHERS PRESENT: Rich Krokell, Mark Hanley, Lynn Lander (City Manager), Doug Fjeldheim (Brown Co. Commissioner), Kim Kenville (Kenville Consulting), Bob Babcock & Brooke Edgar (Helms & Associates), Rhea Ketterling

Vice Chair Seyer called the monthly scheduled meeting of the Aberdeen Airport Board to order at 10:00AM on Thursday, January 9, 2020.

Item #2 Approval of Minutes from the December 5th, 2019 Regular Meeting – Moved by Perry, seconded by Erickson. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Thursday, February 6th at 10:30AM.

Old Business:

New Business:

Item #5 Bills for the Month of December – Moved by Erickson, seconded by Perry. **MOTION CARRIED.**
Added tanks to the existing fuel farm as there's a need with bigger equipment. Current fuel supplier comes from Baltic, SD. Apparels are bid. Deere/RDO purchase should only be recorded once.

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

Item #7 Request to purchase two (2) 2020 JCB 270 T4 wheeled skid loaders through Sourcewell Contract and recommend payment upon delivery for the total contract price of \$93,648 – Moved by Perry, seconded by Erickson. **MOTION CARRIED.**

Staff demoed 3 different units. Staff chose JCB as it is the only OSHA approved skid steer because of its side door entry and the pressurize cab.

Item #8 Request to Surplus two (2) 2008 Bobcat S220 wheeled skid loaders and Advertise for Bids – Moved by Erickson, seconded by Perry. **MOTION CARRIED.**

These will be put out for bids. DMI/JCB have guaranteed a minimum price, if bids fall below the minimum they will buy the units. City Manager stated the City Fire Department is looking for a used bobcat and we should work with them. Only one of the unit will be advertise for bids, if the Fire Department will take the other unit.

Item #9 Recommendation to pay Helms & Associates Invoice #17 in the amount of \$21,428.28 on AIP Proj. #3-46-0001-39-2018 Airport Master Plan 76.5% complete, ALP 60% complete and work on Aerial Approach Survey 80% complete - Moved by Perry, seconded by Erickson. **MOTION CARRIED.**

We'll be working on a date to have the first Public Meeting. The notice will be posted in the newspaper, Airport Facebook page and the City website.

Item #10 Presentation from Kim Kenville, Strategic Planner

Kenville has her own consulting firm; deals with public outreach and strategic planning usually associated with Airport Master Plan. She is also a Professor of Airport Management at UND and the Chair for the ND Aeronautics Commission. Last June, we had a meeting with the six Airport Focus group which consisted of Airport Board members, Airport Operations/Maintenance staff, DGS, FBO's, Weather Service, ADC, CVB, Chamber, ARFF, Ag Operator, and TSA. During the June meeting everyone raved about the City owning the Airport and its commitment to the Airport and having good staff. The airport offers free parking, has the Weather Service on property, has a modern terminal, and 3 FBO's to choose from. There was a request for a grass landing area which Kenville stated

that the FAA will not allow on a commercial service airport. Items that can be improve: the TSA gun screening procedure and the aging appearance of some of the facilities. Kenville suggested developing an Airport SOP manual (something that is specific to the operation and expectations of a 24 hour facility), succession planning/cross training for both staff and Board members. Babcock offered to do an AIP 101 for the Board along with the Council members. Kenville also suggested to make thoughtful investment in security cameras and understands that it's costly but attention is needed to the public terminal entrance road; this is not eligible for Federal aid. Air Service was also discussed and everybody wants more, but most small airports can support one going in one direction. If it is not profitable for the airline, they will not entertain it. We need to support what we have and don't go elsewhere. The Aviation Day had a good review and suggested to bring this back, possibly yearly. We should also do some civil outreach in the community, look at when and where to development the non-aeronautical property and develop a maintenance inspection for GA redevelopment (area needing face lift) and having an Agriculture Area Plan so it's all fair.

Kenville presented a power point presentation of what she sees ABR's Mission, Vision and Values are. The presentation will be forwarded to those members of the Board who was not present today to review and comments can be sent to Kenville or Krokkel. Then, work on solidifying the Mission, Vision and Values and to further develop strategies.

Item #11 Recommendation to pay Helms & Associates Invoice #15 in the amount of \$2,582.41 for Administration and Resident Engineering services on AIP Proj. #3-46-0001-40-2019, Reconstruction of Taxiway 'C' – Moved by Perry, seconded by Erickson. MOTION CARRIED.

Item #12 Manager's Report (Krokkel)

Airline Operations 2019:

December: Enplanements up 4.71%, Deplanements up 5.94%, Total up 5.30%, Load factor 86%.

YTD Enplanement is 29,702; Deplanement is 29,074. YTD Total is up 2.62%, YTD Load factor 80.52% .

December Cancellations and Major Delays – 24 events: 6 WX, 3 MX, and 15 Others (late equipment, TSA and pilot decision)

Sun Country (SY) – flight on January 12 returning on the 16th and on March 3 returning on the 6th.

2019 Monthly Total Fuel Statistics:

November 2019 – November 2018	15.29%
December 2019 – December 2018	-0.93%
YTD 2019 – 2018	-4.97%

2019 Car Rental – November: Total Sales 9.8%; January through November Total Sales 17%

Construction, projects, and other notes:

- Pre-Construction meeting on Txy C project to be held January 9th in the afternoon. Contractors, FBO's and Board Members are welcome.
- Meeting with City Attorney next week on Car rental leases.
- Working on SkyWest lease. Should be completed by next week. Just waiting on SkyWest Marketing Director regarding their marketing statement.
- ABR's weather conditions is communicated to SkyWest dispatch.

Maintenance Report (Hanley):

Weather Event – 5 weather events; we now have a new solid deicing chemical that supposed to have a long residual and supposed to activate during active precipitation.

Part .139 Compliance – completed the monthly PAPI inspections.

Vehicles/Equipment – PM's on multiple equipment. Two critical equipment to our snow removal: snow blower and the deicing truck. Both are scheduled to be replaced in 2021 entitlements. 2019 Snow record is 96.8".

There being no other business before the Board, Perry moved adjourn, seconded by Erickson. The meeting adjourned at 12:20PM.