

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

February 6, 2020

MEMBERS PRESENT: Tom Seyer, Mike Erickson, John Aman, Lon Gellhaus (via phone)

MEMBERS ABSENT: Carl Perry

OTHERS PRESENT: Rich Krokell, Mark Hanley, Lynn Lander (City Manager), Alan Johnson (City Councilor), Mike Schmit & Brooke Edgar (Helms & Associates), Wade Outka (Hangar 9), Rhea Ketterling, Jeff Williams, Brett Anderson, Cade McCallum, Jeff Catron, Rolf Johnson

Vice Chair Seyer called the monthly scheduled meeting of the Aberdeen Airport Board to order at 10:32AM on Thursday, February 6, 2020.

Item #2 Approval of Minutes from the January 9th, 2020 Regular Meeting – Moved by Aman, seconded by Erickson. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Thursday, March 5th at 10:30AM.

Old Business:

New Business:

Item #5 Bills for the Month of January – Moved by Erickson, seconded by Aman; all present voting aye. **MOTION CARRIED.**

Item #6 January Financial Report – Moved by Erickson, seconded by Aman; all present voting aye. **MOTION CARRIED.**

Item #7 Recommendation to approve SkyWest Lease Agreement from March 1, 2020 through February 28, 2022 – Moved by Gellhaus, seconded by Erickson; all present voting aye. **MOTION CARRIED.**

Krokell reviewed the lease with the City Attorney. The lease was sent to the Board along with the spreadsheet of the rates progression based on the last three contract renewal. There are some increases in room rents; exclusive and non-exclusive use areas. Krokell added we also met with SkyWest Marketing and its preferred marketing vendor; Advance Media out of New York. In the SkyWest EAS proposal, there's marketing dollars available up to \$20,000 per year; a total of \$40,000 for 2 years. Krokell already sent the matrix information from Mead and Hunt (catchment and leakage info) to Advance Media to start and develop the marketing campaign. Seyer stated their marketing is digitally focused. They work with 100 EAS airports around the country. Their analytics uses IP addresses of catchment to trigger advertisement. They will be able to measure success through the analytics, which SkyWest requires. We have the opportunity to take part of this, if we choose, with our own funds. Once they have their campaign proposal, this will be brought before the Board. The first 3 months of the campaign is going to be a test run.

Item #8 Recommendation to approve GSA/TSA Airport Lease #64 Amendment Lease #1 to Government Lease #GS-089-LSD00125 to retain the current 502 square foot leased – Moved by Erickson, seconded by Aman; all present voting aye. **MOTION CARRIED.**

Item #9 Recommendation to pay Helms & Associates Invoice #18 in the amount of \$13,782.09 on AIP Proj. #3-46-0001-39-2018 Airport Master Plan 79.5% complete, ALP 64% complete and work on Aerial Approach Survey 80% complete - Moved by Aman, seconded by Erickson; all present voting aye. **MOTION CARRIED.**

The first Public Meeting is scheduled for February 25th in the evening. Mead & Hunt representative will present the forecasts along with Helms & Associates who will lay out some of the goals and the focus. Another Public meeting will then be held in a couple of months to present the alternatives and what we are looking at completing in the Master Plan and the ALP (Airport Layout Plan). Notices have been sent to the Board, the Hangar tenant/user group,

NVC channel 9, and the newspaper. It is also posted on Facebook, the City website, and in the information board at City Hall. We also sent letters to the adjacent land owners.

Item #10 Recommendation to pay Helms & Associates Invoice #16 in the amount of \$3,088.46 for Administration and Resident Engineering services on AIP Proj. #3-46-0001-40-2019, Reconstruction of Taxiway C – Moved by Erickson, seconded by Aman; all present voting aye. **MOTION CARRIED.**

A pre-construction meeting was held last month. There were no FBO's attendees. Perry attended for the Board. The timeline was discussed. B&B will stock piling materials. A Kick off meeting will be scheduled for mid to late March.

Item#11 Request from Hangar 9 to add awning over self-serve pump – Wade Outka, new General Manager for Hangar 9 presented his request and distributed a drawing to the Board. Hangar 9 would like to add an awning over their self-pump, it will be an arch back awning measuring 20' x 10' x 12', all steel structure. There's an existing concrete pad which measures 4' x 8'; the awning will extend 1' out. Outka filed the 7460 with the FAA and it has been accepted last week. There's a 15 to 45 days turn around for FAA to do their study and give their response. Krokkel recommends approval of the request. Aman moved approval contingent upon approval of the FAA 7460, seconded by Erickson; all present voting aye. **MOTION CARRIED.**

Item #12 Manager's Report (Krokkel)

Airline Operations 2020:

January: Enplanements up 0.97%, Deplanements up 3.48%, Total up 2.20%, Load factor 79.57%.

January Cancellations and Major Delays – 22 events: 3-WX, 3-MX, and 16-Others

Sun Country (SY) – flight on March 3rd returning on the 6th.

2020 Monthly Total Fuel Statistics: January information not available at the time of the meeting.

2019 Car Rental – December: Total Sales 7.6%; January through December, YTD Total Sales 16.3%.

Construction, projects, and other notes:

- Master Plan and ALP – Kim Kenville email to group. Seyer thought she had covered everything.
- Car Rental Agreement/RFP – met with City Attorney. We have a good agreement in place and they are working on the RFP and will present information next month.
- Airport's activities for the upcoming calendar year.
 - February – June. Planning meetings will occur for our Triennial Aviation Mock Disaster Drill.
 - February – October. Master Planning continues. This will consist of numerous, as yet, unscheduled meetings.
 - March 10 – 12. SD Airports Spring Conference.
 - March 30 – April 10. Airport Annual Financial Audit.
 - April 20 – 24. Annual FAA Compliance Audit. Nader will be the Certified Inspector this year and for the next 3 years. Invites will be sent to the 3 FBO's, City Manager, Airport Board members, APD and ARFF.
 - April – October. Taxiway C reconstruction and new Taxiway A project. There will also be weekly construction progress meetings during this time period.
 - May – June. Airport Budget planning.
 - June - Pierre for CIP Meetings.
- **Maintenance Report (Hanley):**

Weather Event – 2 weather events in January. Staff are very happy how the new solid de-icer had performed. It cut the closing times of the runaways in half. Price wise it's about \$300-400 more for a ton. The application process is the same. The product is what we use when there is active precipitation. The procedure for how and when the deicing chemicals are used and snow removal procedure was explained to the Board.

Part .139 Compliance – completed the monthly PAPI inspections, quarterly fuel farm inspections and quarterly jet bridge inspection.

Terminal

- DGS office painted and new flooring installed.
- Parking lot lights fixed.
- G&R new system wired (CAT 6) and moved up in the mechanical room. The old and new building management system will run side by side for the complete calendar year to make sure all the seasonal cycles and changes are following each other.

Vehicles/Equipment

- Rescue 6 re-lubed turret.
- MB# 1 replaced 3 hydraulic hoses; had weird wear ran new hoses different way.
- Wildcat Snow Blower re-welded tank.
- JD spreader a good addition.
- MB #1& 2 added blower hose kit – helps with air blower fittings.
- Eq. #56 serviced.
- Decommissioned 2 - S220 Bobcat. One will be transferred to the Fire Department Station 2. The other we will be Advertise for Bids.

Other

- Replaced SRE building security lighting with LED fixtures.

Water Pumping – Staff will continue to monitor. Krokkel put a plan together last year and presented to Brown County Commission. Our staff will start clearing drain inlets on property starting towards the end of the month. If we find that our underground piping is froze, we will be contacting the City for use of their equipment. Airport is not just pumping its surface drainage water, but also it's surrounding neighbors.

There being no other business before the Board, Aman moved adjourn, seconded by Erickson. The meeting adjourned at 11:20PM.

APPROVED BY:
ABERDEEN AIRPORT BOARD
Lowell L. Smith

