

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

February 7, 2019

MEMBERS PRESENT: Lon Gellhaus, Mike Erickson, Tom Seyer, John Aman

MEMBERS ABSENT: Carl Perry

OTHERS PRESENT: Rich Krokkel, Mark Hanley, Mike Schmit, Alan Johnson, Jeff Catron, Rhea Ketterling

Chairman Gellhaus called the monthly scheduled meeting of the Aberdeen Airport Board to order at 10:03AM on Thursday, February 7, 2019.

Item #2 Approval of Minutes from the January 3rd Regular Meeting – Moved by Aman, seconded by Seyer. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Friday, March 8th at 10:00AM.

Old Business:

Thank you card received from the Kulm family.

New Business:

Item #5 Bills for the Month of January – Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**

Correction on the fuel purchased from Agtegra; should be 2,570.2 gallons.

Item #6 January Financial Report – Moved by Seyer, seconded by Aman. **MOTION CARRIED.**

Private Hangar Leases are all up to date. The 2019 billing will go out this month. Additional payment received from SkyWest is for rent increase which was effective March 2018.

Item #7 Recommendation to pay Helms & Associates Invoice #13 in the amount of \$4,479.15 on AIP Project #3-46-0001-37-2017 Airport Wildlife Hazard Assessment & Mitigation, 75% complete - Moved by Seyer, seconded by Aman. **MOTION CARRIED.**

Visits from the Wildlife Biologist are complete. The Assessment report is expected to be completed by the end of March. The FAA will need to approve the Wildlife Assessment and the Wildlife Hazard Management Plan. Once approved and we find that there are species that migrates that is not in our permit, a request can be put in through the Department of Interior out in Denver. Councilor Johnson stated he had seen a nationwide report on bird strikes, which are up nationwide. Kansas City was rated as having the greatest number of strikes.

Item #8 Recommendation to pay Helms & Associates Invoice Billing through January 26th in the amount of \$547.50 for Professional Services as per Agreement to Acquire a Passenger Loading Bridge - Moved by Aman, seconded by Seyer. **MOTION CARRIED.**

The bridge is up and running. There's a few glitches that has to be worked out. Jetway is sending a mechanic who's coming in tomorrow.

Item #9 AIP Project #3-46-0001-38-2018 Acquire a Passenger Loading Bridge:

- **Recommendation to approve Jetway Systems Change Order (CO) #1, an increase in contract amount of \$16,603** – Moved by Aman, seconded by Seyer. **MOTION CARRIED.**

The CO is for additional electrical work that were missed during the initial contract. Ringgenberg is the Electrical contractor that is doing the work. Helms and Associates (Schmit) stated this is to not only supply power for what is there now (GPU – Ground Power Unit), but also to provide electrical for future additional features like the PC air. The reimbursement is 90% Federal, 5% State and 5% Local.

- **Recommendation to approve Jetway Systems pay estimate #1 in the amount of \$800,212.55** – Moved by Erickson, Seconded by Aman. **MOTION CARRIED.**

The payment is for substantial completion of the project. Painting and markings are left to be done. Work to start sometime in May.

Item #10 Recommendation to pay Helms & Associates Invoice #6 in the amount of \$14,437.32 on AIP Project #3-46-0001-39-2018 Airport Master Plan 30% complete and Airport Layout Plan 5% complete - Moved by Seyer, seconded by Erickson.

MOTION CARRIED.

Initial Master Plan meeting was held Wednesday, January 30th. Two meetings with the two different work groups were held with Helms & Associates along with Mead & Hunt. The basic plan was laid out for developing the Plan. The timeline was also discussed. In addition, a Strategic Planning teleconference have been scheduled with Kim Kenville, Helms & Associates along with Mead & Hunt. A meeting with the rest of the community involve will follow after the Strategic Planning meeting. Seyer stated the information provided at the meeting was fascinating. Some of the information provided will help us on where we want to market our Airport. In addition, Hartz from Mead & Hunt has a vast knowledge of the EAS program nationally and mentioned that there is money available through SkyWest as part of their EAS contract which we were not aware of that we have access to. Krokkel added he and Lander are scheduled to go to Arizona next month to meet with Delta and SkyWest with assistance from Hartz who will help present the ABR demographics to both airlines. Helms & Associates (Schmit) stated this is a reason why they partnered with Mead & Hunt on this project because of their knowledge of air service. Aman added it will help us if can continue with SkyWest while they are connected with Delta here and they are also connected with United.

Item #11 Recommendation to pay Helms & Associates Invoice #3 in the amount of \$44,790.07 for Design & Reconstruction of Taxiway 'C' and Taxiway 'C' Connector Project, AIP Project #3-46-0001-40-2019, 35% complete – Moved by Aman, seconded by Seyer . MOTION CARRIED.

Included in the Board packet is a drawing of Taxiway 'C' re-design. The project is to eliminate the safety issues and the direct access issues: to be perpendicular to the runway at the hold line. This project is going to be funded with Discretionary funds which normally gets awarded later in the year. Advertisement is estimated to be in late May into June, then submit the Grant Application by July 1st. Helms & Associates is working on the CSSP (Construction Safety Phase Plan) – 3 phases of construction. Once the Airport review the report, then it will be submitted to the FAA. There will be a short timeframe that rwy13/31 will be closed once work starts in the safety areas. Schmit does not foresee construction on the project will not happen this year. Entitlement versus Discretionary funding: Entitlement funding construction can start before the grant is in place where Discretionary funding is the grant has to be in place before construction can start.

Item #12 Recommendation to accept Short Elliott Hendrickson (SEH) Proposal for Hydrogeomorphic Modeling (HGM) with estimated fee of \$8,000 – Moved by Aman, seconded by Erickson. MOTION CARRIED.

Storm Water and Wetland Mitigation project was completed 5 years ago. There were 55 acres of wetlands eliminated off Airport property and transferred to Willow Creek Lake. Five years ago SEH submitted a proposal to Helms & Associates to do all the WL delineation; provided recommendation areas for Wetland expansion, seed mixes, etc. Helms & Associates had done the Wetland Monitoring for the newly created Wetlands and submitted the reports to the Army Core of Engineers the last three years. Part of the Mitigation Report requires that we create functional capacity units. With this being the 4th year for Wetland Monitoring, Schmit is recommending SEH to re-do the delineation of the newly created Wetlands and perform all the calculations (HGM – rating the wetlands functionality). If we can show that we have created the functionality units, then we can be done with monitoring a year early, but if we're not at the level where we should be SEH can look at what needs to be done to get to the level that the Core wants. HGM is work that has to be done regardless and will not start until late May early June. Funding for remedial work, if recommended, is something that we'll have to check into in the future.

Item #13

Manager's Report (Krokkel) included in Board packet:

13a: Airline Operations – Calendar year 2018 passenger traffic total 57,276 ↑ 3.19%. Total of 27 events for delays and cancellations for the month of December. Sun Country flight on February 24th thru 28th, 2nd flight for the year.

13b: General Aviation (measured in volume) – 2018 total Fuel Sales ↓ 10.01%. The impact of down fuel sales is probably due to UND not coming in.

13c: Car Rental Report – report not available at this time. Information not available from tenants until the 20th of the month.

13d: Construction and Projects:

- Participated in a 45 minute phone audit by Delta Global Services regarding winter operations (ie. de-icing equipment, snow removal equipment and Staff shift)
- GA Apron Project - Ulteig will perform the IFE since project is over \$1M
- Working with the FBO's on holding an Aviation Day. Some commitments are:
 - Dr. Bormes will bring his two of his T6's aircraft for Static display
 - Greg Kline Aviation Program Manager from Lake Area Tech – motor glider
 - Jon Becker – Civil Air Patrol aircraft
 - Possibly, Sara Schumacher a 206 Pilot; Women in Aviation

- FBO suggested giving rides
- TSA have been contacted regarding security
- Next meeting is set for February 15th with the tenants and users of the Airport
- Took a ½ page color Ad in the South Dakota Wings Roundup (Civil Air Patrol magazine).

13e: Operations and Maintenance Report (Hanley) included in Board packet:

- Weather Event: 6 weather events for the month of January
- Part .139 Compliance: completed the monthly PAPI inspection
- Terminal: boiler work (replaced seal and valve and refilled expansion tanks with glycol)
- Vehicles/Equipment:
 - CTAF and City radios installed in JD 1585 tractors by Dakota Electronics
 - Increase visibility on snow equipment – installed LED light bars and LED flood lights
 - 1st time core replacement on both MB5 brooms since February 2018
- Other:
 - Snow Removal Equipment Building (SREB) – installed LED high bay and low bay lights
 - Dakota Doors replaced chain on Overhead Door #3
 - Installed new gate opener in the employee parking lot

There being no other business brought before the Board, Erickson moved to adjourn, seconded by Aman. Meeting adjourned at 11:08AM.

APPROVED BY :
ABERDEEN AIRPORT BOARD
Donald J. Erickson