

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

February 8, 2018

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

MEMBERS ABSENT:

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Lynn Lander, Michael Schmit, Kevin Braun, Rhea Ketterling

Chairman Erickson called the monthly scheduled meeting of the Aberdeen Airport Board to order at 11:01 AM on Thursday, February 8th, 2018.

Item #2 Approval of Minutes from the January 4th, 2018 Meeting – Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Thursday, March 8th, 2018.

Old Business:

New Business:

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

Discussed: Chairman Erickson asked about electrical usage tracking. Roggatz does not have the numbers, but with LED upgrades we've seen a decrease. We are currently testing a new GE bulb in the public area in the Terminal and working on getting quotes. We also replaced lighting in the Shop from 24 bulbs to 10 LED's. Motion sensors have been installed in some of the areas in the Terminal and Shop.

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

Discussed: Another tool acquired last month was a spreader for solid de-icer. This could help should we experience any icing events. The de-icer pellets is approved by the FAA.

Item #7 Recommendation to pay Helms & Associates invoice #30 in the amount of \$2,683.04 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: Flight Check invoice was received. We are just waiting on the refund for the unused portion of the Reimbursable Agreement, then the Close-Out report for this project can be finalized.

Item #8 Recommendation to pay Helms & Associates invoice #1 in the amount of \$746.52 for on AIP Project #3-46-0001-37-2017 Airport Wildlife Hazard Assessment & Mitigation, 1% complete - Moved by Gellhaus, seconded by Perry. **MOTION CARRIED.**

Discussed: Next week is the Project kick-off and the Biologist (Tim Pugh) will be in-town. Our last WL Assessment and Management Plan will be reviewed by Pugh and staff will take him on the Airfield for his first observation. Gellhaus asked if we have had problems with deer. Roggatz stated not a lot and with the mitigation of the WL over the few years had been helpful.

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

9a: Airline Operations January – Enplanements is 2,367, up 7.9% over Jan2017; Deplanements is 2,306, up 5.9% over Jan2017. Total January Airline Passenger Traffic is 5,696, up 6.9% over Jan2017. There were 5 cancellations in the Month of January; 4 due to weather at MSP, 1 due to maintenance, 1 lengthy delay due to maintenance and 1 diversion to ABR (MSP-RAP) due to mechanical issue enroute. UPDATED Info: For CY2017: Enplanements total is 27,996, up 3% from CY2016; Deplanements total is 27,509, up 2.9% from CY2016; and Total Passengers total 200*365 is 55,505, up 2.95% from CY2016. The updated information is due to over reporting by SkyWest. Seyer asked at what point SkyWest would look at a 3rd flight. Perry stated the number/percentage had changed from year to year; we are lucky to have the 2 flights we have. We also need to make sure we get the 11-13 extra flights back during the Hunting Season as this is very important to us. Roggatz stated if there are no cancellation throughout the year, the load factor is 76%, approximately. These numbers changes as Perry had stated. Roggatz added if our Community grows, this would be a key to growing away from EAS (Essential Air Service). Seyer asked about tweaking the Arrival/Departure times to increase usage. Roggatz

stated the Airlines are always analyzing this; they look at their connection banks. If our departure is later than what we have now, we will be missing out on the first connection bank out of MSP; so long as everything else is on time.

9b: General Aviation (measured in volume) – CY2017 GA fuel sales up 1.6 % (512,822). Air carrier fuel sales including cargo up 2.9% (356,611). Total Fuel Sales up 2.4% (869,433). For the month of January 2018 GA fuel sales down 12.4% (30,217), Air carrier fuel sales including cargo up 18.7% (32,702). Total Fuel Sales up 2.3% (62,919).

9c: Construction and Projects:

- Working on some small warranty items with MB on the 2 new equipment. Working on correcting a couple of decals. Additional maintenance training will be conducted later this year.
- Received FAA approval for release of the old equipment. The plow truck have already been transferred to the City Street Department. One airport inquired about the Tow-Behind Broom. We are working on putting information to send out.
- WL Hazard Assessment & WL Hazard Management Plan kick-off meeting scheduled for Monday, February 12th.
- We are still working with Mettler & Sigmeller to acquire some of the lights that we did not utilize during the project (incorrect lights – to possibly modify where its FAA approved and we can use for replacement).

9d: Operations and Maintenance Report: (Krokel)

- Weather Events
 - Weather events: last Saturday 2/3 and last night 2/7. Total fuel usage for both events were 60 gallons and 27 total man hours.
- Part 139 Compliance
 - Monthly PAPI's maintenance completed.
- Terminal
 - Installed sample LED lamp from one of the local vendor in the terminal Grand Hall.
- Vehicles/Equipment
 - MB 5 warranty item. Last month, Hanley reported we had to disassemble the broom heads and grease the drive motor cogs. MB will reimburse us for this time (repair and materials), while the equipment are still under warranty.
 - Rescue 10: replaced the Wabasco heater unit hose (keeps line from freezing).
 - Eq. #47 Bobcat: adjusted hydraulics forward drive and clean oil cooler fins.
 - Eq. #64 JD Jr: replaced mower decks spindle sheaves and angle drive gearbox. Weld repaired air conditioning compressor bracket.
 - Emergency Generator: replaced external fuel pump.
- Other:
 - Sorting through some old records and found some old blue prints. Roggatz is working with the City Engineer's office to get some of the prints scanned as they are some historical documents. Files are now being stored in the maintenance building. Roggatz added there will be some expenses for storage tubes to preserve these maps.
 - Purchased new vacuum cleaner.
 - Working on purchasing a 2018 Dodge Durango to replace one of the shop vehicles. This will be purchase through State Bids. No one from Aberdeen would like to match the bid.
 - Working on quotes to replace lighting for the terminal Grand Hall.
 - Replaced one of the overhead door at the Shop, door #6.

Chairman Erickson stated he sees the plows sits outside; they must not fit through the Shop door. Are the plows quick detached? Krokel stated the plows are and it's a lot easier for staff if they are out. A policy is in place for the 2 new MB equipment; before anyone takes it out that we have a ground man and communicate with 2 way radio.

10. Other Items:

There being no other business brought before the Board, Perry moved, seconded by Johnson, meeting adjourned at 11:44 AM.

APPROVED BY :
ABERDEEN AIRPORT BOARD
Michael Erickson