

# MINUTES

## ABERDEEN REGIONAL AIRPORT BOARD

### Regular Meeting

### February 9, 2017

**MEMBERS PRESENT:** Mike Erickson, Rolf Johnson, Carl Perry

**MEMBERS ABSENT:** Lon Gellhaus, Tom Black

**OTHERS PRESENT:** Cody Roggatz, Rich Krokkel, Lynn Lander, Michael Schmit, Doug Fjeldheim, Alan Johnson, Jeff Williams, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:01am on Thursday, February 9<sup>th</sup>, 2017.

**Item #2 Approval of Minutes from the January 5<sup>th</sup>, 2017 Meeting** – Moved by Perry, seconded by Johnson. **MOTION CARRIED.**

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

**Item #4 Schedule Next Meeting** – Thursday, March 9<sup>th</sup>, 2017

**Old Business:**

**New Business:**

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

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

**Item #7 Recommendation to pay Helms & Associates invoice #18 in the amount of \$6,574.65 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 Johnson. **MOTION CARRIED.**

Discussed: Previously discussed in the last couple of months, we are working with the FAA to get the REIL's and PAPI's flight check and the development of the new approaches to the 17 and 35 end. We anticipate a separate flight check, but will ask if they can conduct both when they set up the time. Johnson asked about thresholds and approaches. Schmit stated they submitted the data and imagery and this will be up to the FAA to determine.

**Item #8 Recommendation approval of Jacobson Electric CO#2B an increase of \$11,395.50 in contract amount on AIP Project #3-46-0001-36-2016 Runway 17/35 Decoupling (Construction Phase)** – Moved by Perry, seconded by Johnson. **MOTION CARRIED.**

Discussed: The original order of the LED (142) lights that had been installed did not have the Arctic kit. This CO is the difference of costs in fixtures. These LED lights are for the taxiway edges. Erickson asked if the kit was in the bid specifications. Schmit stated the kit was not in the specs and is not required, but with a snow event (early winter/early spring) that will have a lot of moisture it might create glazing over the lights.

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

**9a: Airline Operations** – January enplanements is 2,194, 11.4% down from 2016 January; January deplanements is 2,199, 8.2% down from 2016 January. Total airline passenger for January 2017 is 4,393, 9.8% down from 2016 January. Two cancellations for the month of January due to Delta system wide IT issues which was resolved within 18 to 24 hours. There were also 8 delays to weather and maintenance. In reviewing last year's data, the decrease in the amount of traffic can be contributed to the cancellations as we had zero last year and some of the delays this year was significant (like the diversion to Jamestown because of weather (fog) in Aberdeen). Councilor Johnson stated looking back in 2005, it's admirable to see with 2 flights in and 2 flights out, with fixed seats that we had increases six years in a row in January. This is the first time since 2011 that we had a decrease with nearly double digits. In addition to weather as a part of the decline and looking at the comparison from other years, it's more of a leveling out period which he had discussed with the City Manager. Roggatz's opinion is when we start seeing increases in the Ag industry, we will see an increase again. Lander, City Manager added a report was distributed to Council of the "10 Largest Cities with Sales Tax gains throughout SD in the past 4 years". Aberdeen was at 6%; the 3<sup>rd</sup> lowest gaining City which Lander was surprised and somewhat disappointed. We hope that things are in an upturn as with this cold weather, our parking lot is full! Perry asked how we can check our leakage (FSD or

FAR or JMS) and what about our marketing. Johnson thought our leakage are the west bound passengers. Roggatz stated in talking to an individual in DC on EAS program some time ago, he was informed that the way Aberdeen is set up is like a model of how the EAS program they want run (a much smaller subsidy received by our Airline compared to ATY). As for marketing, there are two companies he is working with to increase and improve our presence online. Perry added we can also say that we have reliability with our airline.

**9b: General Aviation (measured in volume)** – 2016 annual total fuel sales 848,752 gallons versus 2015 annual are up 5.5%. General Aviation 502,170 gallons up 6.3%. and Air carrier including Cargo 346,582 gallons up 4.4%.

**9c: Construction**

- previously discussed: rwy 17/35 Decoupling project.
- had a conference call with FAA officials on potential Rwy 13/31 project. This had been an ongoing conversation since Roggatz started. The planning started back in 2006-2007. There's no definitive answer on funding as more research and analysis needs to be done.

**9d: Operations and Maintenance Report – Krokell**

- **Weather Events** – 7 events from 1/6 thru 2/4/2017. Combined fuel usage for all events was 1,100 gallons.
- **Part 139 compliance** – quarterly PM's completed on PAPI's, REIL's and Jet Bridge. Performed Fuel Farm Inspections.
- **Terminal** – replaced fluorescent lights with LED troffer style fixtures in Administration Office (reception area and Manager's Office). Baggage roll-up door – waiting on specialized door (Cornell).
- **Vehicles/Equipment**
  - disassembled, cleaned and re-greased roof turret on Rescue 6
  - replaced broken hose on valve heating system on Rescue 10
  - replaced caster wheel bearings and races on Sweepster/Oshkosh broom
  - replaced belts, caster wheel bearings and races on MB broom
  - replaced broom core elements on Bobcat angle broom
  - replaced back cutting edge and built new side skid plates on SnoDozer
  - installed a 3/8" angle iron plate between the 2 bollards to help protect the conveyor belts

**Item #10 Other Items:**

**Snow Budget** – In comparison from this year to last year we had 16 events versus 12 events this time last year. Personnel budget end of last year was slightly over compared to the year previous. Fortunately, so far this winter season, we have not had a lot of icing events. Budget is good so far.

**Snow Priority Surfaces** - Johnson stated people get concerned when we are in the 3<sup>rd</sup> level. Roggatz stated our staff can keep up with our priority surfaces well. The rate of when we get snow help determines how well we can keep up with the snow removal. In December 2015, we had to shut down as we got 6" of snow in 3 hours; we couldn't keep up with 2" of snow per hour with white out conditions. In the past our staff had an open communication with our operators; if you have an operation and you're on a priority 3, we just ask that you call in advance to allow us to plan while we are working on the priority 1 surfaces which we still do today.

Williams stated we had a snow event that was less than 1" on tier 2, the runway was shut down before there was a trace of snow on the surface. It was shut down for 18 hours. Roggatz stated on this event which he had discussed with Williams, we had some icing conditions (melting, snow changing over from wet to dry) with wind and IFR condition. Our resources (personnel or equipment) had improved since previous Directors. Roggatz offered to discuss this further with Williams if he still has concerns moving forward. Chairman Erickson appreciates Williams' concerns and he can further converse his issue with City Officials.

**PPR NOTAM's** will be issued when we take equipment on that runway surface.

Johnson moved, seconded by Erickson, meeting adjourned at 11:54 am.

APPROVED BY:  
ABERDEEN AIRPORT BOARD  
*Michael Erickson*