

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

March 5, 2020

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

MEMBERS ABSENT: Carl Perry

OTHERS PRESENT: Rich Krokkel, Mark Hanley, Lynn Lander (City Manager), Ron Wager (City Attorney), Doug Fjeldheim (BCC), Mike Schmit (Helms & Associates), Jeff Catron, Rolf Johnson, Rhea Ketterling

Chairman Gellhaus called the monthly scheduled meeting of the Aberdeen Airport Board to order at 10:34AM on Thursday, March 5, 2020.

Item #2 Approval of Minutes from the February 6th, 2020 Regular Meeting – Moved by Erickson, seconded by Aman. **MOTION CARRIED.**

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

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

As per City Ordinance - Aviation Section, this Board has the ability to set the meeting date and time. The proposed time change seem to work out best for some of our members who has other community commitments. Moved by Aman to permanently change the meeting time from 11:00AM to 10:30AM, seconded by Seyer. **MOTION CARRIED.**

Old Business:

New Business:

Item #5: NOTICE: Effective April 2020 Airport Board monthly meeting time has permanently change to 10:30AM.

Item #6 Bills for the Month of February – Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**

Item #7 February Financial Report – Moved by Erickson, seconded by Aman. **MOTION CARRIED.**

Item #8 Discussions of Rental Car Concessions

Currently we have in-terminal and off-terminal rental car concessions. Our proposed changes: To increase concession rates, shorten lease term, and require a MAG (Minimum Average Guarantee). We are requiring a MAG as other communities we've reached out to (ATY, FSD and RAP) also requires it. Information on previous revenue collected can be provided to the Board to help determine the MAG. The proposed MAG can be established for the 1st year and after it can become a percentage of the actual concession fees that were remitted from the previous year which will potentially change the MAG, if the revenue keeps growing. Currently, there are 2 spaces available in the Terminal. We are not proposing to accept more than 2 bids, but if the Board chose to, they can look at dual branding. Wager will continue to work with Krokkel on the draft document. Proposed information will be inserted and will be presented in next month's meeting. In addition, we will also provide the draft to our current concessioners, Enterprise and FBO's.

Item #9 Recommendation to pay Helms & Associates Invoice #19 in the amount of \$6,731.58 on AIP Proj. #3-46-0001-39-2018 Airport Master Plan 80% complete, ALP 65.5% complete and work on Aerial Approach Survey 85% complete - Moved by Aman, seconded by Erickson. **MOTION CARRIED.**

The 1st Public Meeting was held on February 25th. Planning on April/May to meet with FAA in MSP (Sheri) on the ALP. Another Public Meeting will be held in the future to go over the recommended Alternatives on the areas of expansions and developments. Display of the presentation boards used in the 1st Public Meeting is available to view in the Administration hallway.

Item #10 Recommendation to pay Helms & Associates Invoice #17 in the amount of \$6,318.09 for Administration and Resident Engineering services on AIP Proj. #3-46-0001-40-2019, Reconstruction of Taxiway C – Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**

Item #11 Recommendation to pay Helms & Associates Invoice #5 in the amount of \$2,888.62 for the Design stage of the GA Apron project - Moved by Aman, seconded by Seyer. **MOTION CARRIED.**

This is planning for the GA Apron project which is slated for the year 2022–2023. Schmit added this ties into item #12. The work is for Geometry change; txy D to the 13 end. The GA Apron project is going to be split into 2 projects. The direction from the FAA a year ago was to reconstruct a portion of txy D and fix the geometry at the end of rwy 13 and Phase 1 of the GA ramp.

Item #12 Recommendation to approve Amendment #1 to Helms & Associates Professional Agreement for AIP Proj. #3-46-0001-041-2020, add Bidding and Negotiation Services in the lump sum costs of \$10,635.53 – Moved by Aman, seconded by Erickson. **MOTION CARRIED.**

The original agreement was signed March 12, 2019 for the geometry fix of the direct access along with GA Apron, Phase 1. Recently, the FAA informed us the apron is low priority in their system and does not complete well nationally. This could require a couple years of our future entitlement or find some discretionary funds. The purpose of the amendment is to split the project into 2 separate projects; 1) GA Apron Phase1 and 2) Geometry change on txy D and straightening out txy B. The Design costs is for both projects, but with 2 projects it will require two bid openings. The amendment does not increase the original agreement costs.

Item #13 Manager's Report (Krokel)

Airline Operations 2020:

February: Enplanements up 8.14%, Deplanements up 12.39%, Total February Pax Traffic up 9.47%, February Load factor 81.10%.

YTD - February: Enplanements up 4.41%, Deplanements up 7.76%, Total YTD Pax Traffic up 6.05%.

January Cancellations and Major Delays – 6 events: 1-WX, 1-MX, and 4-Others

Sun Country (SY) – Flights: January traffic was 95 pax. Future charter flights scheduled on March 3rd returning on the 6th, April 23rd returning April 26th and June 5th returning 8th.

2020 Monthly Total Fuel Statistics: January 2020 compare to January 2019 up 25.64%. February 2020 compare to February 2019 up 11.43%. Total YTD 2020 vs 2019 up 18.48%

2020 Car Rental – January: Total January Gross Sales up 3.1% compare to January 2019.

Construction, projects, and other notes:

- SkyWest: Operating Lease from March 1, 2020 thru February 28, 2022 is in effect.
- Working with Advanced Media NY on SkyWest Marketing Plan. Sent zip codes information within our catchment areas and added ATY, HON, and PIR.
- Txy C Reconstruction Project – FAA has a DME (Distant Measuring Equipment) and localizer project that will overlap when runway 13/31 is shutdown. We are working diligently with the FAA - Kansas City Office, HON Tech Ops and Parsons (FAA contractor) along with our Airport Engineer to make sure the DME/localizer project does not impede on our project. Schmit added if the ILS is down, runway 13/31 can still open. Tenants and users meeting will be held as we get ready for construction.
- Master Plan/ALP Public Meeting was held. We had about 50 attendees, a good turn-out. Another Public meeting will be held after the Alternatives Chapter of the Master Plan is complete; possibly late April early May.
- GA Apron Project will be a multi-year funding slated for 2022-2023. Our 2021 project is to Acquire SRE. We'll need to replace our 1996 Snow Blower and 2000 De-icing Truck.
- Staff will be attending the SD Airports Conference next week, March 11th and 12th in Rapid City. Sponsors meeting on the 10th.
- City Financial Audit is scheduled from March 30th through April 3rd.
- FAA Annual Compliance Audit scheduled for the week of April 20th – 24th.
- **Maintenance Report (Hanley):**

Weather Event – 2 events in February.

Part .139 Compliance – completed the monthly PAPI inspections.

Terminal

- had an issue with parking stops; monitoring daily; working with Krokell on a plan how to mitigate.
- new drivers installed in parking lot lights.
- replaced all automatic flushers with Zurn.
- Krokell added with the incident in the parking lot, we are installing round stock and moving the parking stops back further.

Equipment

- replaced hydraulic couplers on the Oshkosh Snowblower. There's minor leak which will be repaired at the end of the season.
- Kubota and Ranger are in service; replaced fuel pump on the Ranger.
- MB5- full service.
- new brake chambers in R10.
- new skid loaders – added longer hydraulic hoses for attachments.

Other

- drain inlets have been cleaned out; no water in the pond.
- repaired leak on the SRE emergency generator.

There being no other business before the Board, Erickson moved to adjourn, seconded by Aman. The meeting adjourned at 11:29AM.

APPROVED BY:
ABERDEEN AIRPORT BOARD
Donald J. Hurler