

# MINUTES

## ABERDEEN AIRPORT BOARD

### Regular Meeting

### March 8, 2018

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

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

**OTHERS PRESENT:** Cody Roggatz, Rich Krokell, Lynn Lander, Doug Fjeldheim, Alan Johnson, Brooke Edgar, Kevin Braun, Rhea Ketterling

Chairman Erickson called the monthly scheduled meeting of the Aberdeen Airport Board to order at 11:02 AM on Thursday, March 8<sup>th</sup>, 2018.

**Item #2 Approval of Minutes from the February 8<sup>th</sup>, 2018 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, April 5<sup>th</sup>, 2018.

#### **Old Business:**

#### **New Business:**

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

Discussed: Deere lease term is for 5 years; 400hrs each for 2 machines. Ladder purchased is a working ladder to use on machinery; i.e.: changing cores, cleaning/working.

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

**Item #7 Recommendation to pay Helms & Associates invoice #2 in the amount of \$5,972.20 for on AIP Project #3-46-0001-37-2017 Airport Wildlife Hazard Assessment & Mitigation, 9% complete** - Moved by Perry, seconded by Johnson. **MOTION CARRIED.**

Discussed: Kick-off meeting was held on February 12<sup>th</sup> with the Biologist, who spent 2 to 2 ½ days with staff on the airfield conducting his first of the 12 monthly observations after the meeting.

**Item #8 Recommendation to pay Helms & Associates invoice #31 in the amount of \$1,250.66 for Construction Administration and Resident Engineering Services on AIP Project #3-46-0001-36-2016 Runway 17/35 Decoupling (Construction Phase)** - Moved by Johnson, seconded by Perry. **MOTION CARRIED.**

Discussed: Electrical contractor completed all his checks. Helms is working on the Close-Out Report. We possibly might call a Special Board meeting, if report is completed and reviewed by the end of this month for approval.

**Item #9 Recommendation to purchase 2018 Dodge Durango through Wegner Auto State Bid Contract #17149** - Moved by Johnson, seconded by Perry. Total cost is \$31,090. **MOTION CARRIED.**

Discussed: The Durango will replace the 2008 Ford F250 which has 76,000 miles (vehicle is utilized for runway friction testing). We will transfer the decelerometer to different a truck and the Durango will be used for performing other duties on the airfield. No one from local dealership was willing to match.

#### **Item #10 Airport Manager's report (Roggatz):**

**10a: Airline Operations February** – Enplanements is 2,301, up 4.8% over Feb2017; Deplanements is 2,218, up 4% over Feb2017. Total February Airline Passenger Traffic is 4,519, up 4.4% over Feb2017. Two cancellations for the month of February; both due to weather. We had 3 lengthy delays due to maintenance and 4 lengthy delays due to weather.

**10b: General Aviation (measured in volume)** – February GA fuel sales down 39.4% (28,217). Air carrier fuel sales including cargo up 19.7% (28,261). Total Fuel Sales down 19.1% (56,478).

### 10c: Construction and Projects:

- Rwy 17/35 Decoupling Project: cleaned up few checks with the Electrical contractor, received invoice for Flight check conducted by the FAA and the refund was received last month. Conference call was held with the FAA this morning and reported update on this and other projects.
- Terminal Lighting Project: anticipate receiving LED lights by the end of this week. Will install as soon as they come in.
- Pavement Condition Index (PCI): SDDOT has a contract with Helms to conduct. The month of March or April is when we are looking at scheduling this work.
- Airport Master Plan: we'll need conduct the RFQ (Request for Qualifications) process as soon as the Final Close-Out Report has been completed on the Rwy 17/35 Decoupling Project.

### 10d: Operations and Maintenance Report: (Krokell)

- Weather Events
    - had 4 weather events: from 2/19-20, 2/22, 2/24-25: used 1,377 gallons of fuel; 378 man hours and 3/5-3/7 used 170 gallons of liquid de-icing, 1,400# of solid de-icer, 1,474 gallons of fuel; 226 man hours.
  - Part 139 Compliance
    - Monthly PAPI's maintenance completed.
  - Vehicles/Equipment
    - MB 5: eq. #1 replaced broom core wafer set. The auto leveling toggle was inadvertently turned off which put an extreme down pressure on the broom. This was not caught. Since this is an electronic selection on the keypad, he is working with MB to see if the programming can be done deeper into the system. We also had an issue with loosing tire pressure on the left caster wheel on the broom head. MB covered the part (O-rings) to correct this issue under warranty and will discuss with them our time expended on this. A representative from MB will be coming out on the March 28<sup>th</sup>. MB 5: eq. #2 replaced hydraulic fitting on the forced air blower (right side) due to leakage. Also covered under warranty. Discovered today that eq. #1 also has this issue. MB was informed.
    - Bobcat eq. #47 & #48: disassembled toolbars on both units due to wobbling; pulled pins and polished, replaced Belleville washers, greased and reassembled.
    - Bobcat Broom eq. #63: center main pivot pin was frozen and was causing bushing wear. Called Schwan Welding to cut pin out.
    - Rescue #10 (replaced wabasco heater unit): problem occurred again. Contacted E-One for assistance. Valve adjustment in the solenoid block was incorrectly adjusted. Re-adjusted and advised ARFF to monitor.
- Other:
- met with the Certified Airport Biologist, Tim Pugh, to begin the Wildlife Hazard Analysis, from this is where we will develop out Wildlife Hazard Management Program.
  - replaced an underground loop detector card on the Quest gate.

A snapshot of Airport Projects over the last 10 years was presented to the Board (attached). These were projects that were on the 2008 Master Plan. The current project (WHA/WHMP) was further discussed as to what the need and the use of it. The last Assessment/Plan was done was in 2001/2002, then updated in 2009. It's recommended that this is done every 10 years and a requirement to do for Part 139 compliance and for the AIP program. One of the project that came out of the 2001/2002 Assessment/Plan was filing in wetlands (completed 2014-2015). The Assessment/Plan will add justification to AIP program if there's a project that needed to come out of this. Chairman Erickson thinks the new Assessment would be a lot simpler with all the changes that's been done and completed over the years. Roggatz stated the improvements that's been made have been highlighted by others especially our Certification Inspector. The Assessment will not be necessarily be simpler, but will definitely be different from what's been seen in the past.

2018 Pre-application had been submitted for the Master Plan and replacement of the Jet Bridge which will be about 20 years old by the time we receive the funding. The manufacturer of the current bridge is no longer in existence. It's been a challenge finding replacement parts, if the need arise. Johnson stated the SDPA newsletter has the Taxiway Geometry and Ag operations as part of our pre-application. Roggatz is not aware of where SDPA got this information. We will look at taxiway geometry as part of the Master Plan process; look at current layout compare it to current standards. If changes need to be made then the Master Plan will help us come up with different approaches we may take to address those issues.

Roggatz reported we had zero minutes closure time on our main runway from the last weekend event. Kudos to Krokell and his team!

Roggatz will be going to AAAE Conference on Airport Economic Development Conference in San Antonio. What he tried to do over the last few years is select topics that could benefit to us moving forward. The Airport Rent Study we just went through was a derivative of a presentation that was done by this organization at previous conference.

### 11. Other Items:

There being no other business brought before the Board, the meeting adjourned at 11:46 AM.

APPROVED BY:  
ABERDEEN AIRPORT BOARD  
*Michael Erickson*

# FY2014

## → Phase I – Wetland Mitigation & Storm Water Improvements

- Delineation and Hydrogeomorphic Modeling of Airport Wetlands (56 Acres)
- Delineation and Hydrogeomorphic Modeling of Wetland Mitigation Site (Willow Creek Lake)
- Design of Stormwater Detention and Collection System
  - Central Detention Pond and regraded wetland areas to be used for storage (100-yr)
  - Detention Ponds allowed 96 hrs for a 10-yr event to be drained dry (FAA Standard is 48 hrs)
  - Lift Station and forcemain carries stormwater to Moccasin Creek (natural receiving body of water for Airport runoff)
  - Collection System and Lift Station designed to handle a 10-yr Event
- Design of Wetland Mitigation
  - Section 404 Permit Required
  - 10,000 Ft from airport property
  - City of Aberdeen owned property at Willow Creek Lake
  - Match Functional Capacity Units of impacted wetlands on Airport Property

**Helms**  
& ASSOCIATES  
CIVIL ENGINEERS & LAND SURVEYORS



# FY2015

## → Phase II – Storm Water Improvements

- Construction of Detention Pond (800' x 1,200')
- Installation of Storm Sewer Piping ( $\pm 20,000'$ ) and Inlets / Junction Boxes ( $\pm 75$ )
- Regrading and/or filling of 56 Acres of Airport Wetlands

**Helms**  
& ASSOCIATES  
CIVIL ENGINEERS & LAND SURVEYORS



# FY2016

## → Runway 17/35 Decoupling

- Reduce the potential of aircraft taking-off on the wrong runway
- Shift Runway 17 & 35 Thresholds and Taxiway C 1,238' to the south
- Construct new connector Taxiway to Runway 17 and 35
- Mill & Overlay on remaining portion of Runway 17/35 ( $\pm 4,262' \times 100'$ )

# FY2017

## → **Wildlife Hazard Assessment / Wildlife Hazard Management Plan**

- Last complete WHA/WHMP was completed in 2001 (updated in 2008)
- Several changes to the airport with storm water improvements and wetland mitigation
- 12 month study to be completed in the Summer of 2019

## → **Snow Removal Equipment**

- Existing broom and plow truck needed to be replaced
- Purchased 2 – MB5 Mid-Mount Brooms

# ABR FUNDING HISTORY

