

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

March 9, 2017

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

MEMBERS ABSENT: Tom Black

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Lynn Lander, Ron Wager, Alan Johnson, Jeff Williams, Chad Roper, Kevin Braun, Michael Schmit, Dea Harrington, Doug Fjeldheim, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Airport Board to order at 11:01am on Thursday, March 9th, 2017.

Item #2 Approval of Minutes from the February 9th, 2017 Meeting – Moved by Perry, seconded by Johnson. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Thursday, April 6th, 2017

Old Business:

New Business:

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

Discussed: Lease payment to RDO is an annual over 5 year period with the option to purchase at the end of the lease. There is an overage charge if we go over the leased hours (estimated based on our usage in the past). The baggage claim is operational and a 3/8x6x6 angle iron had been place to protect the front of the conveyor. DGS Station Manager stated the space in the bag claim garage is tight and to try to get 2 carts in is very difficult.

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

Item #7 Recommendation to pay Helms & Associates invoice #19 in the amount of \$6,654.11 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: We continue to work with the FAA. 17/35 PAPI flight check was completed on February 22nd. NOTAM is still posted as we are waiting on written verification from FAA that the system is good to turn back on. No discrepancy was noted during the flight check. RNAV GPS to rwy 17 has been developed and up. The same for rwy 35 to the new end. There are still NOTAMs posted for this, which the Airport does not have control over. The offices in charge of this have been contacted to try to get them off our list. RNAV GPS will be published on March 2nd. The Airport does not own the approach. RNAV way points questions are for TERP's as the Airport does not have any control over this. Johnson stated there is a FAA meeting with Steve Hoogerhyde from FSDO; he can ask this question. Light heaters have been installed on all twy C edge lights by the Electrical Contractor. The next couple of months, we will be looking at any additional warranty work (touch-up dirt work and seeding).

Item #8 Airport Manager's report (Roggatz):

8a: Airline Operations February –Enplanements is 2,196, up 1.5% over 2016 February; Deplanements is 2,132, 2.7% down over 2016 February. Total airline passenger for is 4,328, 0.5% down over 2016 February. Two month change in passenger traffic is down 5.5%. There were no cancellations or lengthy delays in the month of February. ABR Delta Station was the #1 in their region for the month of February. Thanks to Krokkel and staff for continuing to do good work on snow removal for the events we had in February.

8b: General Aviation (measured in volume) – First two months in 2017, GA fuel sales is at 80,552, 35.8% up over January/February 2016, air carrier fuel sales including cargo is at 52,003, 4% up from 2016, total fuel sales is 132,555, 21.3% up from 2016. UND's King Air program continue to increase their operations which contributes to the increase in fuel sales. Our facilities are well maintained and the students and instructors are comfortable coming down here even during these winter months. They know that our airfield has a lot of attention paid to it.

8c: Construction – discussed above.

8d: Marketing:

- working on social media marketing which will be tied to radio advertising (Dakota Broadcasting)
- looking at TV options as done in the past
- looking at improving our Advertising space that we lease out in the baggage claim area

8e: Full Scale Exercise – scheduled for June 9th. Preliminary planning had been done with BCEM and AFD (ARFF). Back in 2014 Live Exercise, we had about 200 participants. There will be a few planning meeting that will be held before the exercise to ensure a smooth exercise and will provide a good training for those entities involved.

8f: Non-Commercial Lease – Roggatz worked with the City Attorney and the City Manager. Section 8 has the biggest area that changes were made.

- Other changes highlighted by Wager, City Attorney:

- Board had dealt with a lot with the Private Hangar leases (formatted leases) in the past. Wagner, City Attorney deals with other City leases which is if it is over 1 year has to be approved by Council in the form of Ordinance. This is in the Charter. A number of Hangar leases have expired and the intent is to get a number of leases renewed at the same time to do one Ordinance. Leases will still be reviewed by the Board and then presented to the City Council.

- Airport fees (which will be presented to the Board by Roggatz) will be included in the City Annual Fee Schedule which is reviewed by the Council. People can voice their concerns through the Ordinance process. Fee Schedule is the City's current rates; a define record for services which is posted in the City's website. Airport rates has never been published.

- Paragraph 5a: Private hangars can only to be used exclusively by the tenant for their non-commercial Aviation purposes.

- Paragraph 7b: Does not allow tenant to place or permit to be place adjacent to the hangar any obstructions.

- Paragraph 7c: Do not push snow or ice on ramps, taxiways, or taxilanes after the area has been cleared by maintenance.

- Paragraph 8b: Fee for services provided by the Airport. This will be for anything outside of the parameters that the

City/Airport is responsible for maintaining already identified within the lease; i.e.: use of fork lift.

- Approval signature will be the Transportation Director then taken to Council for City Manager's signature.

The Board can review the lease and consult with their interested parties and come back next month, to discuss and possible approval.

Questions:

ARFF Staff – hot refuel: Is it over and above? The way Braun from Quest interpret what's been written on the lease is that it's extra. Roggatz stated it could be depending on the situation. Braun stated this is a fee that will be pass down to their customer and may by pass Aberdeen which will affect the City/Airport fuel flowage fees. Roggatz stated this is a standard language within Airport Leases. For the Airport to provide the service that is outside the parameters of the signed lease agreement and if the requests was made, there will be is a cost associated with that. Lander, City Manager stated he welcomes any suggestions for expanded language/definition.

Section 5a: Airworthiness condition of an aircraft. This is not in the current leases. How will this be define; as Johnson sees that there will be some objections on this. The Airport has to be clear to what we want. Roggatz stated the FAA has sent out guidance to airports on permitted use of premises which ties back to the Grant Assurances that the City sign for all Airport projects and its requirements. This document can be included when we send the leases out or we can put a language in the lease referencing this specific FAA guidance.

Security – covered under Section 16 of the lease.

Item #9 Other Items:

FYI - FAA Safety Forum will be held on Tuesday, March 14th at 7:00pm at the Ramkota.

Gellhaus moved, seconded by Johnson, meeting adjourned at 11:58 am.

APPROVED BY:
ABERDEEN AIRPORT BOARD
Michael Erickson