

**MINUTES  
ABERDEEN AIRPORT BOARD  
Regular Meeting  
April 4, 2019**

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

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Rich Krokkel, Mark Hanley, Justin Lehr, Mike Schmit, Brooke Edgar, Brett Anderson, Jeff Catron, Alan Johnson, Darrell Hillestad, Rhea Ketterling

Chairman Gellhaus called the monthly scheduled meeting of the Aberdeen Airport Board to order at 11:00AM on Thursday, April 4, 2019.

**Item #2 Approval of Minutes from the March 8<sup>th</sup>, 2019 Regular Meeting** – Moved by Aman, seconded by Perry. **MOTION CARRIED.**

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

**Item #4 Schedule Next Meeting** – Thursday May 9<sup>th</sup> at 11:00AM.

**Old Business:**

**New Business:**

**Item #5 Bills for the Month of March** – Moved by Seyer, seconded by Erickson. **MOTION CARRIED.**

**Item #6 March Financial Report** – Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**

**Item #7 Recommendation to pay Helms & Associates Invoice #15 in the amount of \$4,479.15 on AIP Project #3-46-0001-37-2017 Airport Wildlife Hazard Assessment & Mitigation, 87% complete** - Moved by Aman, seconded by Perry. **MOTION CARRIED.**

Received the draft copy of the WHA. Helms along with the Airport Staff (Krokkel & Hanley) are reviewing the document. Water in the holding pond was discussed. Right now the geese are gone, but there's still a few more migration that will be coming through (ducks & geese).

We follow our wildlife program by hazing first.

**Item #8 Recommendation to pay Helms & Associates Invoice Billing through March 23<sup>rd</sup> in the amount of \$517.50 for Professional Services as per Agreement to Acquire a Passenger Loading Bridge** - Moved by Perry, seconded by Seyer. **MOTION CARRIED.**

Change order were for the GPU electrical work. Remaining work are: remove old marking and paint new, touch up paint, and power washing. And while the bridge is out-of-service for stripping/painting (estimated downtime is 3 days), interior panels will be removed on the first section of the walkway and some base board heating will be installed at no cost.

**Item #9 Recommendation to pay Helms & Associates Invoice #8 in the amount of \$24,754.44 on AIP Project #3-46-0001-39-2018 Airport Master Plan 46% complete and Airport Layout Plan, 22.5% complete** - Moved by Aman, seconded by Seyer. **MOTION CARRIED.**

Meeting with Kim Kenville, Strategic Planner will be held sometime in May. The 1<sup>st</sup> meeting will consists of members from the 2 initial groups of the Master Planning meeting. And then a meeting with the pilots, FBO's and other entities will be scheduled thereafter.

**Item #10 Recommendation to pay Helms & Associates Invoice #5 in the amount of \$29,860.04 for Design & Reconstruction of Taxiway 'C' and Taxiway 'C' Connector Project, AIP Project #3-46-0001-40-2019, 70% complete** – Moved by Seyer, seconded by Aman. **MOTION CARRIED.**

Met with DGR Engineering who is doing the electrical component of this project with Helms & Associates. Reviewed the CSSP, the new electrical layout of the new taxiway A (connector that goes across from taxiway C across 13/31). The group met with FAA Cert. Inspector Paul Williams this morning via telcon and had approved the new taxiway (taxiway A). Schmit, Helms & Associates stated the Plans and Specs will be submitted to the FAA sometime next week. Destination signage will be placed installed (i.e. 17/35 from the GA ramp). Schmit will work with Jeppesen on when we can submit the AFD (Airport Facility Directory) update as this is only updated quarterly.

**Item #11 Recommendation to pay Helms & Associates Invoice #1 in the amount of \$12,517.33 for AIP Project #3-46-0001-41-2020 General Aviation Apron Design, 6.5% complete** – Moved by Perry, seconded by Aman. **MOTION CARRIED.**

We are in the planning stage. This will be a 2 phase project. The GA ramp construction project will eliminate the short Charlie going to D1 to 31. This will create the perpendicular and will clean up the geometry. A supplemental funding application was submitted for this project, but have not heard if it's available. If not, this is the next project scheduled for the Airport's CIP.

**Item #12 Recommendation to pay Ulteig Professional Service – Independent Fee Evaluation on GA Reconstruction Project** – Moved by Seyer, seconded by Aman. **MOTION CARRIED.**

**Item #13: Manager's Report (Krokel)**

**Airline Operations 2019**

**+/- Year Prior**

**March 2019**

• Enplanements:	2,291	3.57%
• Deplanements:	2,454	2.55%
• Total March Passenger Traffic:	4,745	0.03%

**January – March 2019**

• Enplanements:	6,830	(0.73%)
• Deplanements:	6,811	(1.86%)
• Total January through March Passenger Traffic:	13,641	(1.30%)

**Cancellations and Major Delays – 18 events: 9 WX, 2 MX, 7 Other**

If MSP is closed this affects everyone. Delta Connections doesn't take precedence over Delta mainline. The ABR Station can request an upgraded aircraft, but this is not guaranteed as this is up to MSP. There was one CRJ700 flight that brought 48 people back. The Station Manager will research cancellation information to bring back to the board next month. A Letter to the Editor was discussed once we have more information that can be shared on cancellations statistics.

**Additional Flight Information**

- Next Sun Country (SY) flight 4/19 – 4/23 2019

**2019 Monthly Fuel Statistics**

**+/- Year Prior**

• General Aviation Fuel Sales (Gallons) – March	not available
• Air Carrier Fuel Sales (Gallons) - March	not available
• Total Fuel Sales (Gallons) - March	not available

**Car Rental**

- Figures not available (due 20<sup>th</sup> of each month)

**Construction, projects, and other notes:**

- GA Apron project.
  - Ulteig Independent Fee Evaluation (IFE) is completed.
- Passenger Boarding Bridge (PBB)
  - Project is substantially complete.
  - Apron striping, power washing, and paint touch-ups remain for spring weather.
  - A few other punch list items remain.
- Airport Master Plan and ALP.
  - Kick-off meeting on 1/30, with two select work groups.
  - Phone conference call on 2/5 to discuss scope of strategic planning with Kim Kenville.
  - Recent email with Kim Kenville regarding focus groups.
- TWY C Reconstruction
  - Construction Safety Phasing Plan (CSPP) submitted.
  - Needed to re-align the new taxiway coming across 13/31 to avoid direct access to 17 APCH.
- Wildlife Hazard Assessment (WHA) and Wildlife Hazard Management Plan (WHMP).
  - The Airport Certified Wildlife Biologist has submitted his draft WHA. Working with Helms to address some concerns.
- Aviation Day at ABR
  - Next meeting will be April 6 at 5:30PM.

- Not an airshow, rather an opportunity for the FBO's to market themselves.
- Committed to the event: Lyle Bien, Women in Aviation, Documentary of Kayla Herman, Modelaires, and Young Eagles will give FREE rides. Pancake Breakfast will be serve from 7:00AM to 10:00AM then 10:00AM to 2:00PM to open the GA area for the public.
- Marketing Opportunity
  - Tom and I met with Troy McQuillen. We provided him with the information of our catchment area and numbers. Troy will be working up a proposal to provide a marketing plan.
  - Check into Digital Marketing.
  - ABR Logo install in Conference Room
- Currently working on SDDOT – Aeronautics study. Completed
- ABR Spring 2019 Water Issues – Slide Show
 

Went to the City Council on Monday and presented the flow rates based on a given time period. We receive funding from the FAA in good faith we follow the Grant Assurances on each projects; which on this was 48 hours release time. Given that Aberdeen is flat, we had to file a Modification to Standards which gave us 96 hours instead of 48 hours. Our storage is for a 10 year event with 96 hours. If the airport would have a severe wildlife issue, this Airport could be inoperable. Airport Staff will continue the hazing and continue to follow our depredation based on the permits. The concept of the project was to eliminate sloughs and let it drain. The agreement between the County and the City (Emergency Procedures for ABR High Volume Pump; 5000 gallon/minute) is that “the Airport may operate the high volume pump only after consulting with and reaching a mutual agreement with Brown County to determine the no roadways within the Moccasin Watershed of flooding; if Brown County notifies the Airport of flooding over any roadway within the Moccasin Watershed, the Airport will ceased operation of the HVP”. There will be a joint meeting with the Brown County Commission on Monday’s City Council meeting to discuss this. All are in agreement that this is a life safety issue.
- FAA Certification Inspection is scheduled for April 22<sup>nd</sup> – 24<sup>th</sup>. An invitation will be sent to the FBO's, a Board member, City Manager, ARFF Lieutenant and the Fire Chief as to the time of when the In-brief and the Out-Brief meeting will be.

**Operations and Maintenance Report (Hanley):**

- Weather Event: 4 weather events for the month of March

**Part .139 Compliance**

- Monthly PAPI inspection
- Continued wildlife hazing every hour
- 35 PAPI repair in progress

**Terminal**

- Repaired 6 parking lot LED lights
- Replaced air filters
- Skycon warranty work on jet bridge and hooked up GPU

**Vehicles/Equipment**

- Serviced skid loader #47
- Serviced Komatsu loader #30
- Repaired carburetor on Polaris Ranger #72
- Fixed door latch on ARFF, Rescue 10
- Replaced cutting edges on 10’ snow buckets
- Installed wiper motor on Skid Loader #46
- Installed new air fitting on Rescue 6 ARFF truck

**Other**

- Cleaned drain inlets around airfield and terminal for spring melt
- Filled 2 holes on the GA ramp with cold mix
- Replaced obstruction lights on the rotation beacon

There being no other business brought before the Board, the meeting adjourned at 12:25PM.

APPROVED BY :  
 ABERDEEN AIRPORT BOARD  
