

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

April 5, 2018

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

MEMBERS ABSENT: Rolf Johnson

OTHERS PRESENT: Cody Roggatz, Rich Krokell, Lynn Lander, Doug Fjeldheim, Alan Johnson, Brooke Edgar, Mike Schmit, 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 8th~~ 2018.

Item #2 Approval of Minutes from the March 8th, 2018 Meeting – Moved by Perry, seconded by Seyer. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Thursday, May 3rd, 2018.

Old Business:

New Business:

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

Discussed:

Item #6 March Financial Report – Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

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

Discussed: Had the 2nd visit last month. Currently working on scheduling the 3rd monthly observation visit on the airfield. Tim Pugh from Pierre and a former USDA employee is conducting this assessment. There's only about 20-25 Airport Qualified Biologist in the country.

Item #8 Recommendation to pay Helms & Associates invoice #32 (FINAL) in the amount of \$11,875.77 for Construction Administration and Resident Engineering Services on AIP Project #3-46-0001-36-2016 Runway 17/35 Decoupling (Construction Phase) - Moved by Gellhaus, seconded by Perry. **MOTION CARRIED.**

Discussed: Financial Close out report will be submitted to the FAA for their review and final approval. Thanks to Brooke and Mike

Item #9 Recommendation for City Manager's signature on AIP Proj. #3-46-0001-36-2016 Runway 17/35 Decoupling (Construction Phase) Financial Close Out Report – recommended for FINAL total reimbursement in the amount of \$389,855.80 pending FAA approval upon review the Financial Close Out Report - Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

Discussed: Seyer asked the extent of Eide Bailly's audit; expenses and payment? Audit was just conducted and completed last week on PFC's and AIP Projects. They go through on all the pay requests, payments and making sure we have all the proper documentations. City Manager added not only they audit proper allocation and accountability, but they also do a Single Audit Act (compliance to Federal Regulations when receiving Federal Funds).

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

10a: Airline Operations March – Enplanements is 2,212 down 4.3% over Mar2017; Deplanements is 2,393 down 2.3% over Mar2017. Total March Airline Passenger Traffic is 4,605 down 3.3% over Mar2017. Monthly cancellations and delays information will be reported next month. During the Snow and Ice event earlier this week, no cancellations, but some delays (2-3 hours) due to back up at MSP. 1st Quarter: Enplanements 6,880 up 2.7%; Deplanements up 2.4 %; Total Passengers 13,820 up 2.5% compared to the same timeframe in 2017.

10b: General Aviation (measured in volume) – February GA fuel sales down 39.4% (28,217). Air carrier fuel sales including cargo up 19.7% (29,261). Total Fuel Sales down 19.1% (57,478). Majority of the downturn is from one facility's user (UND) who transferred the King Air program to their Phoenix campus. Students on these programs are contracted students from a Chinese Airlines.

10c: Construction and Projects:

- Rwy 17/35 Decoupling Project: Close Out report ready to be submitted. Project is under budget on Construction and Administration charges \$44,911.34, -13.7%. Money is turned back into entitlement dollars for the current project.
- Wildlife Hazard
- Terminal Lighting Project: Replaced the old lighting system in the terminal.
- Pavement Condition Index (PCI): met with another Staff member from Helms this morning. WX dependent they will do the pavement condition in the next week. This is something that is done every 3 years; last one done was in 2015. A new report will be done once the survey is completed.
- Airport Master Plan: Currently working on the RFQ (Requests for Qualifications).
- Upcoming Meetings: will be meeting with the FAA ADO and SDDOT next week reviewing our current projects and progress. Also will discuss future projects. The Deputy Asst. Secretary for USDOT is planning to be in Pierre next week. City Manager and Roggatz plans to meet with him regarding the EAS Program along with ATY and PIR airports. Service and FAA funding to ATY and PIR were discussed. A recommendation for ABR to look into service going west. Roggatz is open to the idea, but has not found anywhere in the entire country under EAS that has service to 2 different areas with the equipment (CRJ) we are utilizing or has more than 2 flights daily.
- 2017 Financial Audit: Completed last week. If there are remaining questions these will be answered soon.

10d: Operations and Maintenance Report: (Krokel)

- Weather Events
 - had 5 weather events; 4 were significant. 3/19-20 had 119 man hours, used 334 gallons fuel, 750 gallons liquid deicer and approximately 800# solid deicer; 3/23-24 had 110 man hours and used 521 gallons fuel; 3/26 had 61 man hours, used 187 gallons fuel, used 187 gallon fuel, 450 gallons liquid deicer and 1000# deicer
- Vehicles/Equipments
 - MB 5: eq. #1 & #2 replaced broom core wafer sets due to wear. Recommended replacing when down to 4"; we were down to 4.5"
 - MB 5: eq. #1 Turbo clamp failed. Replaced clamp and MB warranted part.
 - MB 5: eq. #2 exhaust clamp bracket failed. Weld repaired. MB overnight replacement bracket; warranted. Coolant recovery tank leaking. Weld repaired and tested. MB warranted.
 - Eq. #47 Bobcat: Oil cooler hose failed; replaced hose.
 - Eq. #60 Bobcat Broom: Hydraulic spool valve failed; replaced.
 - Eq. #62 Impala: Replaced cracked windshield.
- Terminal
 - 72 fixtures (holds 2-400w) replaced with 36 LED lamps with fans plus 2 lamps above the TSA ID screening area. Lights were acquire through Grainger under a National contract for an estimated costs of \$10,000. Local vendor costs would have been \$3,000 to \$4,000 more.
 - Terminal gate: Problem with gate opening; replaced antenna and coax.
 - Replaced the 65" TV.

Other:

- During a power outage, ARFF Station Generator failed. Put a by-pass system on the 3 way switch.
- Annual Fire Sprinkler System inspection done in the SREB and the Terminal.
- Met with MB representative last week to discuss recent issues on the truck; parts and repairs. We are filling out warranties for each of the repairs and they will reimburse us for parts and our time. Side windows heated wiper blades will be reprogrammed.

11. Other Items:

There being no other business brought before the Board, Perry moved to adjourn, seconded by Gellhaus. Meeting adjourned at 11:53AM.

APPROVED BY:
ABERDEEN AIRPORT BOARD
Michael Erickson