

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

May 3, 2018

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

MEMBERS ABSENT:

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Lynn Lander, Les High, Jeff Williams, Kevin Braun, Michael Schmit, Mark Caven, Rhea Ketterling

Chairman Erickson called the monthly scheduled meeting of the Aberdeen Airport Board to order at 11:00 AM on Thursday, May 3, 2018.

Item #2 Approval of Minutes from the April 5th, 2018 Meeting – Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Wednesday, June 6th, 2018.

Old Business:

New Business:

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

Discussed: Pellet gun will be used for pigeons around the hangar.

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

Discussed: Sun Country might have another operation this month. Average operations is 4 per year. They have had success filling the aircraft here. If their operations continue to increase out of ABR, our security requirement might change.

Item #7 Recommendation to pay Helms & Associates invoice #4 in the amount of \$5,225.67 on AIP Project #3-46-0001-37-2017 Airport Wildlife Hazard Assessment & Mitigation, 22% complete - Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

Discussed: 3rd monthly observations completed by the Tim Pugh, Certified Wildlife Biologist from Pierre. The depredation tool that was on the bills was a recommendation that Pugh had for our Wildlife mitigation which he had utilized at other facilities.

Item #8 Recommendation to accept Helms & Associates Professional Services Agreement to Acquire a Passenger Boarding Bridge not to exceed \$25,000 pending FAA and SDDOT Approval - Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

Discussed: This is an agreement to assist us in developing the Plans and Specs on the acquisition of a new jet bridge. Construction Phasing Plan will also have to be developed for. Estimated downtime is about two weeks. The Board requested to avoid install time for the months of October through April. The current bridge can accommodate up to a 737. The possibility of keeping the old loading bridge was discussed; to use for another gate. The cost of reinstall to a different location might take us over budget and FAA support will be needed on this type of change.

Item #9 Request approval to Advertise for a RFQ for Engineering Services for Airport Master Plan pending FAA and SDDOT Approval - Moved by Seyer, seconded by Perry. **MOTION CARRIED.**

Discussed: A paragraph regarding Non-Discrimination Clause will be added to the RFQ as we go out to look at firms that could potentially provide assistance for the Airport Master Plan development. There is a requirement the RFQ is sent to 3 firms which we will be sending to firms in ND and SD that we know conducts Master Plan Development. This will also be posted on our website. The selection committee will be Lander, City Manager, Bobzien, City Engineer and Roggatz. The grading criteria is included in the RFQ. Seyer suggested including Krokkel to sit in this as well. Roggatz stated Krokkel will be included in the regular planning process once a firm has been selected. This is a budgeted item and the time given for submission (3 weeks) is sufficient for this type of request.

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

10a: Airline Operations April – Enplanements is 2,097 up 13.2% over Apr2017; Deplanements is 2,151 up 12.2% over Apr2017. Total April Airline Passenger Traffic is 4,248 up 12.7% over Apr2017. January to April: Total Passengers 18,068 up 4.7% compared to the same timeframe in 2017. Justin Lehr is the new DGS Station Manager. Lehr was here previously as a Customer Service Agent

and transferred to Las Vegas a Ramp Supervisor for 2 years. Since the change in management, cancellations or delays has not been included in the statistical report which will be discuss with Lehr.

10b: General Aviation (measured in volume) – reporting for the month of March: GA fuel sales down 40% (28,189), Air carrier fuel sales including cargo down 9.1% (26,055). Total Fuel Sales down 28.2% (54,244).

10c: Construction and Projects:

- Rwy 17/35 Decoupling Project: Financial Close Out report submitted and the State has completed their review. Awaiting for FAA final review and approval.
- PFC Application: progressing on the application. Because of the increase in passengers over the last 5 years, our authorization to collect will run out before the original anticipated date. A Special Board Meeting might be requested before the June meeting.
- AGP Site Construction: continue to do the Crane NOTAM's thru July – August.
- Pavement Condition Index (PCI): Helms' crew will be done next Wednesday on all the Airports they do PCI work on. They will send the report to the State and all the Airport which is estimated to be in July.
- Meetings:
 - Met with US DOT officials to discuss EAS. Watertown and Pierre were also at the meeting.
 - Met with the FAA and SD DOT officials to review current and future projects. Discussed the Master Plan, PFC and close out reports.
 - will meet with fellow Airport Directors, Municipal Leaders and Senator Thune for a Round Table discussion on Air Service Matters, Pilot Shortages and the FAA Bill.
- Marketing: working on the new website for Airport customers and should be launching in a couple of weeks. This will include Cost Comparison Calculator. A radio advertisement will be done for the new website along with TV and digital advertising.

10d: Operations and Maintenance Report: (Krokel)

- Weather Event: one event; had 108 man hours, used 400 gallons fuel and used 1,000# of solid de-icer.
- Part .139 Compliance
 - completed airfield sign audit and inspection as part of the preparation for the Part 139 Inspection which is coming up Monday, May 14th when the Certification Inspector will be here.
- Terminal
 - cleaned outside condenser coils for the cooling systems.
 - G&R Controls completed their annual Building Management System check which is done twice a year.
 - snow fencing taken down.
- Vehicles/Equipment
 - snow equipment put away; summer equipment ready.
 - done 4 concrete repair on taxiway D. Used about 2.5 yards. Painting maintenance will start.
 - new tires on both bobcat; eq. #46 and #47. Last time replaced was 3 years ago.
- Other:
 - hired a new summer PT help, Jacob Streit.
 - sent Jake Duus, FT Employee, to Buffalo, NY for Basic ASOS (Airport Safety and Operations Specialist) School combined with Snow Symposium. He learned a lot about Airfield Maintenance and Safety Systems.
 - completed the load bank testing on all 3 generators on property. The Shop generator (Generac) has some proprietary issues on its software. For us to test, we'll need to test with full load instead of without load. Butler will be consulted if this is suitable.

FAA Airport Inspector will be on May 14th -16th, Roggatz will coordinate with the FBO's on the time of their inspections on Fuel Farm and Fueling Truck equipment.

2018 Airport Conference Deadwood: had our Sponsor meeting to present the work that had been done and completed. Gave an update on our current project and discuss future projects and availability of funding.

11. Other Items:

There being no other business brought before the Board, Perry moved to adjourn, seconded by Gellhaus. Meeting adjourned at 11:54AM.

APPROVED BY :
ABERDEEN AIRPORT BOARD
