

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

May 7, 2020

MEMBERS PRESENT: Lon Gellhaus, Mike Erickson, John Aman
via **Tel-con:** Tom Seyer, Carl Perry

MEMBERS ABSENT:

OTHERS PRESENT: Rich Krokell, Mark Hanley, Mike Schmit (Helms & Associates), Jeff Catron, Rhea Ketterling; via **Tel-con:** Lynn Lander, City Manager, Wade Outka, Janna Caven

Chairman Gellhaus called the monthly scheduled meeting of the Aberdeen Airport Board to order at 10:30AM on Thursday, May 7, 2020.

Item #2 Approval of Minutes from the April 6th, 2020 Regular Meeting – Moved by Aman, seconded by Perry. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Thursday, June 4th at 10:30AM.

Old Business:

Item #5 Discussion on moving Car Rental Concessions RFP until August – City Attorney and Krokell have been working on the revised language since the last meeting. Due to COVID it makes sense to move the RFP until August. Kulm from Hertz had stated before that he will not be bidding going forward. The revised concessions documents will be emailed to the Board and the interested agencies later today. Moved by Aman to table the Car Rental Concession RFP until August, seconded by Erickson. **MOTION CARRIED.**

New Business:

Item #6 Bills for the Month of April – Moved payment by Erickson, seconded by Aman. **MOTION CARRIED.** We are replacing the overhead windows at the SRE building.

Item #7 April Financial Report – Moved approval by Erickson, seconded by Aman. **MOTION CARRIED.**

Item #8 Recommendation to pay Helms & Associates Invoice #21 in the amount of \$21,268.25 on AIP Proj. #3-46-0001-39-2018 Airport Master Plan 90% complete, ALP 75% complete and work on Aerial Approach Survey 95% complete - Moved by Aman, seconded by Erickson. **MOTION CARRIED.**

The ALP is as far along as the Master Plan chapter in Alternatives. Helms will meet with Airport Staff and review the ALP. A public meeting will need to be scheduled to present the alternatives for future development on the airport. With the COVID situation it's been challenging to schedule the next public meeting. Options will be looked at on how we can hold this next public meeting.

Item #9 Recommendation to pay Helms & Associates Invoice #19 in the amount of \$11,488.18 for Administration and Resident Engineering services on AIP Proj. #3-46-0001-40-2019, Reconstruction of Taxiway C – Moved by Perry, seconded by Aman. **MOTION CARRIED.**

Materials are on site. No actual work has been completed. Krokell and Schmit will talk with Reede to find out when they will start. Krokell stated we need to start this project as soon as possible as he received a call that the SD National Guard. They would like to bring soldiers home in July. As far as the runway closures, Krokell and Schmit had a call with 3M and US Jets on the COVID medical flights and was informed by both entities to take them out of our plan to hold off our closures. If something would come up, we can try to accommodate them, if it is possible, depending on how far along we are with our project. The completion date of the project was based on starting on May 15th. B&B might start work early next week.

Item#10 Recommendation to pay Helms & Associates Invoice #7 in the amount of \$11,470.09 on AIP #3-46-0001-41-2020 Design stage of Taxiway Geometry Improvements/GA Apron project - Moved by Perry, seconded by Aman. **MOTION CARRIED.**

We had moved this project for year 2022/2023, but last week we were notified that we were selected for a 5M Supplemental Grant which is a 100% Federal Funding. The design work continues.

Item #11 Reede Construction – AIP Proj. #3-46-0001-40-2019, Bid Schedule A and Bid Schedule B

- **Recommendation to approve Change Order #1 a decrease in contract amount of \$209,805; adjusting quantities on bid items** – Moved by Aman, seconded by Erickson. **MOTION CARRIED.** The change is to adjust the quantities of what the grant amount will cover. When this project was re-bid some of the asphalt factor safety were taken out (like some asphalt oil and eliminated the prime coat). If there are some cost overrun later on the project, the contractor may request to use some prime coat (this is not a necessity).
- **Recommendation to approve pay estimate #1 in the amount of \$115,909 for materials and work completed to date** – Moved by Aman, seconded by Perry. **MOTION CARRIED.** Payment is for 25% of the mobilization and stock pile materials for electrical. No actual installed items are being paid for.

Item #12 Discussion and possible approval of SkyWest Rent Deferral Agreement due to COVID-19

SkyWest have asked all of their EAS airports if payments can be deferred for 90 days for rent and landing fees. Payments will be made no later than December 31, 2020. Our estimated rent and landing fees per month is \$10,000 per month. All EAS airport communities are in support of this request. The Board voiced concerns. Lander, City Manager understands the Board's concerns and also understands it's the way of doing business; if we have to delay because of the current conditions. Moved by Aman to approve the Rent Deferral Agreement as submitted SkyWest, seconded by Erickson. **MOTION CARRIED.**

Item #13 Discussion on Long Term Parking limitation

A 1979 Subaru was towed last week. The license plate is current, but this vehicle has been here for a while(has 2 flat tires and 2 almost flat). The number that the APD have on file was contacted, but the person claims that he's not the person we are looking for. The Free parking is for the flying public. Long-term parking is now determined to be 30 – 180days.

Item #14 Manager's Report (Krokel)

Airline Operations 2020:

April: Due to the COVID pandemic, enplanements is down 92.17%, deplanements is down 93.01%, total April Pax Traffic is down 92.60%, April Load factor is at 6.22%.

YTD - April: Enplanements is down 32.58%, Deplanements is down 29.89%, Total YTD Pax Traffic is down 31.23%.

April Cancellations and Major Delays – 10 events: 1-WX, 0-MX, and 9-Others

Sun Country (SY) – Flights: Future scheduled charter flights have been cancelled due to the COVID pandemic.

2020 Monthly Total Fuel Statistics: April 2020 compare to April 2019 is down 10.92%. Total YTD 2020 vs 2019 is up 12.52%

2020 Car Rental – March: Total March Gross Sales is down 42.5% compare to March 2019. YTD is down 15%.

Construction, projects, and other notes:

- SkyWest – currently operating one flight per day until June 30th. Our employees hours and terminal hours have been modified. Monday through Friday hours is 6AM to 9PM. Weekends is 6AM to 6PM. The building management system also have been adjusted to coincide with the terminal hours to effect cost savings.
- SkyWest Marketing is currently suspended due to the COVID pandemic.
- Air Kraft Spraying – lease had been sent to Jake Kraft. Kraft has his lawyer reviewing the lease. Proposed lease includes the reconstruction of their taxiway.
- GA Apron Project was slated for 2022-2023. We were notified by the FAA of the \$5M supplemental funding for 2021. This project will be fully funded by Federal funds.
- CARES Act Grant – ABR will receive \$1,116,683 intended for wages and utilities.

- New Camera system has been installed. Storage is in the cloud.
- FAA Certification Inspection – tentative date is the week of June 8th. We have been uploading records for his review.

Maintenance Report (Hanley):

Part 139 Compliance – completed monthly and quarterly inspections and prep for the annual inspection.

Terminal – we are disinfecting twice a day. Due to not having a lot of frost, we are doing a lot of seeding and dirt work. The irrigation system has been charged and tested. Dethatched and re-seeded and fertilized area.

Vehicles

- snow removal equipment stored away.
- mowers are now out.
- Oshkosh Snowblower lift cylinder seal repaired by Dakota Fluid Power.

Other

- repaired storm sewer inlet pad
- added fabric to perimeter fence
- work on lift station – installed 3 new cooling fans, Dakota Pump changed the frequency drive
- installed new sump pump and GFI in the Melgaard dry well

Erickson asked about the Triennial/mock disaster that is coming due in June. Krokkel is waiting for our Cert. Inspector's guidance.

There being no other business before the Board, Aman moved to adjourn, seconded by Perry. The meeting adjourned at 11:15AM.

6-4-20
APPROVED BY :
ABERDEEN AIRPORT BOARD
[Signature]