

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

May 9, 2019

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

MEMBERS ABSENT: Lon Gellhaus

OTHERS PRESENT: Rich Krokkel, Mark Hanley, Justin Lehr, Janna Caven, Lynn Lander, Jeff Catron, Rolf Johnson, Mike Schmidt, Rhea Ketterling

Vice Chairman Seyer called the monthly scheduled meeting of the Aberdeen Airport Board to order at 11:00AM on Thursday, May 9, 2019.

Item #2 Approval of Minutes from the April 4, 2019 Regular Meeting – Moved by Perry, seconded by Aman. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Thursday, June 6th at 10:30AM.

Old Business:

New Business:

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

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

Item #7 Recommendation to pay Helms & Associates Invoice #16 in the amount of \$5,225.67 on AIP Project #3-46-0001-37-2017 Airport Wildlife Hazard Assessment & Mitigation, 94% complete - Moved by Perry, seconded by Erickson. **MOTION CARRIED.**

Wildlife Hazard Assessment (WHA) draft was completed 3 weeks ago. Helms and Airport Staff reviewed the WHA and recommended minor changes. Wildlife Hazard Management Plan (WHMP) draft copy should be completed within a couple of weeks. Helms and Airport Staff will review the WHMP, submit any changes if any, make the corrections then submit to the FAA for final approval. WHA and WHMP are done every 10 years.

Item #8 Recommendation to pay Helms & Associates Invoice #9 in the amount of \$14,109.71 on AIP Project #3-46-0001-39-2018 Airport Master Plan 49.5% complete and Airport Layout Plan, 26% complete - Moved by Perry, seconded by Aman. **MOTION CARRIED.**

Kim Kenville, Strategic Planner will be hold a meeting on June 3rd and 4th. Erickson asked about the Ag Spray area in the new Master Plan. Schmidt from Helms stated as of now, this is not in the current ALP portion of the Master Plan. This is an item for discussion with the Airport and the users of the area when we get to the section of the new Master Plan. Lander, City Manager asked how many Ag Sprayers can be in this area. Krokkel looked at the current ALP the area is prepared for 4 users, but could add 4 more on the other side. As the Plan moves forward the City can upfront the water improvement costs and the allocate costs as we enter into agreements with the Ag Operators. Further discussion on when payment is due will be discussed with the operators.

Item #9 Recommendation to pay Helms & Associates Invoice #6 in the amount of \$29,860.05 for Design & Reconstruction of Taxiway 'C' and Taxiway 'C' Connector Project, AIP Project #3-46-0001-40-2019, 90% complete – Moved by Aman, seconded by Perry. **MOTION CARRIED.**

A meeting was held this morning to discuss how the project will be phased and how to minimize closures on both rwy 17/35 and rwy 13/31. Plans and Specifications were submitted to the FAA ADO. A meeting is scheduled with the Electrical engineer this afternoon on signage (big concern from pilots for the past couple of years is getting to GA ramp over rwy 17). The project is ready to go and ready to advertise. FAA Certification Safety is one of the entity from the FAA that will review the Construction Phasing Safety Plan (CPSP). Project is anticipated to start mid-April of 2020 pending weather. Project overview is to mill up twy 'C', reshape, re-compact the base and repave.

Item #10 Request to Advertise for Reconstruction of Taxiway 'C' Project – Moved by Aman, seconded by Perry. **MOTION CARRIED.**

Anticipating to advertise for the project sometime in mid-July. An early request for approval from this Board is being asked in case the FAA ADO would give us the go ahead early to advertise. When the FAA gives us the go ahead, we will then submit the request to Council to authorize the advertisement.

Item #11 Discussion and possible approval of Land Lease Agreement with Agtegra Air, LLC – Moved by Aman, seconded by Erickson. **MOTION CARRIED.**

Krokkel met with the City Attorney on the Agtegra lease. Agtegra had reviewed the lease and wants to start operations as soon as it is feasible. The City Attorney approved to go ahead with the current lease that is in place. Two months ago there was a discussion on extending leases as we currently have an operator who wants to build, but could not get a loan on a short lease term agreement. Aman questioned item #16 - requiring radio equipment. Aman stated as per FAR regulations – if an aircraft is not equipped with a radio it does not have to put one in. Any aircraft can land in ABR without a radio as we are a non-controlled environment. A pilot is responsible for looking out and being aware of what's going on. Lander, City Manager stated this is a commercial operation and we should make certain that they use radios. A local pilot added he had a couple of near misses with spray planes during a bug run. Vice Chair Seyer stated it is in the best interest of the Airport/City of Aberdeen to require our lease holders the requirement of radio.

Item #12 FAA Certification Audit Update

Annual compliance audit was conducted and we received 2 findings. First, our records for a new employee was not complete as her position is Facility Maintenance. We did not have her train on all of the Part 139 subject areas and we have now completed this. The other finding is for the FBO's fueling records. To correct his item, Krokkel will meet with the FBO's on a monthly basis to ensure that the records are up-to-date and in order. There were 2 recommendations: (1) due to recent retirement of the Fire Marshall, FAA Cert Inspector would like us to utilize ARFF personnel to inspect FBO fuel trucks and facilities (using NFPA 407 edition 2012). ARFF Lt. Roemmich is on board with the idea. The Airport and the Fire Marshall (Thompson) are using the same form to avoid confusion that happened in the past. (2) Plan on replacement of 1996 Oshkosh snow blower currently in use. Estimated repair costs this winter is \$10,000. The Airport is planning to replace this equipment in 2022-2023 when AIP funds becomes available for snow equipment. Vice Chairman Seyer attended both pre and post meetings and stated that the FAA Inspectors are very complementary of the Airport, operations, management, and Helms.

Item #13: Manager's Report (Krokkel)

A copy of Chapter 10 Aviation of the City Ordinance and Drone Ordinance was distributed.

Airline Operations 2019

+/- Year Prior

April 2019

• Enplanements:	2,185	4.20%
• Deplanements:	2,233	3.81%
• Total April Passenger Traffic:	4,745	0.03%
• Load Factor		76.67%

January – April 2019

• Enplanements:	9,015	0.42%
• Deplanements:	9,044	(0.52%)
• Total January through April Passenger Traffic:	8,059	(0.05%)

Cancellations and Major Delays – 14 events, 7 WX, 0 MX, 7 Other

Additional Flight Information

Sun Country (SY)

2 Sun Country flights on 6/3/2019 and 7/19/2019

2019 Monthly Fuel Statistics

+/- Year Prior

• General Aviation Fuel Sales (Gallons) – April	23,282	(0.21%)
• Air Carrier Fuel Sales (Gallons) - April	25,691	(15.23%)
• Total Fuel Sales (Gallons) - April	48,973	(8.70%)

Car Rental

- April information not received.

Construction, projects, and other notes:

- GA Apron project.
 - Survey completed. Holding to see if supplemental funding will become available. If not, GA Apron will become an AIP project.
- 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.
 - New group meetings are scheduled 5/20 & 5/21 with Kim Kenville.
 - Groups will include; FBO's, local pilots, adjacent land owners, Airport personnel and ARFF, etc.
- TWY C Reconstruction
 - Everything has been submitted to FAA.
 - Project is ready to go, just waiting on \$\$\$.
- Wildlife Hazard Assessment (WHA) and Wildlife Hazard Management Plan (WHMP).
 - Draft WHA completed and returned.
 - Draft WHMP is in hand, working with Helms to address some concerns.
- Aviation Day at ABR
 - Air Show Committee has held numerous meetings. Discussion and plans moving forward.
 - T-shirts, advertising posters, sponsorship solicitations, ready and have been sent out.
 - Gov. Noem is not be able to make it. Mayor Levensen will do the Welcome. Retired Adm. Bien will be the key note speaker. Young Eagles will be giving a Free plane rides for kids ages 8-17. There's an online sign-up for volunteers thru Sign-up genius. June is National Annual Aviation month which the Mayor will do the Proclamation in the June Council meeting.
- 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. On hold.
- Snow Symposium and Supplemental Classes – a week conference in Buffalo, NY
 - Mark attended Basic Airport Security Operations School (ASOS). There will be an Advance ASOS that he will be attending in the future.
 - I attended Basic Winter Operations
 - We both attended the 53rd Annual Snow Symposium with break-out sessions. We will be trying a different solution to de-ice the runway (hydroscopic).

Operations and Maintenance Report (Hanley):

- Weather Event: 1 weather events for the month of April

Part .139 Compliance

- Quarterly fuel farm, PAPI, and REIL inspections
- 35 PAPI control box repaired
- New center line painted on AC ramp
- 17 REIL new high voltage wire and signal wire

Terminal

- New wire pulled for parking lot lights
- Cleaned and inspected chiller for terminal AC
- Sealed leak in the roof above TSA supply closet
- Charged irrigation in terminal grass islands

Vehicles/Equipment

- Walk behind pant machine pump packings installed
- Prepped John Deere tractors for mowing
- Inspected winter equipment and stored for the season

Other

- Received new LED taxiway lights – 4 installed on AD
- Cold mix patches on AD
- Repaired ruts on AD
- Picked up trash on HWY 12 ditch

2018 – 2019 snow season report was distributed

Johnson, SDAPA stated the Alliance for Aviation Across America will be doing an article on Aviation in Aberdeen. Krokkel added Airport Improvement Magazine will also be doing a story on our snow removal equipment.

There being no other business brought before the Board, Aman moved to adjourn, seconded by Perry. The meeting adjourned at 11:45AM.

APPROVED BY :
 ABERDEEN AIRPORT BOARD
Donald L. Sullivan