

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

June 4, 2020

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

OTHERS PRESENT: Rich Krokkel, Mark Hanley, Doug Fjeldheim (County Liaison), Brooke Edgar (Helms & Associates), Rhea Ketterling, **via Tel-Con:** Rolf Johnson, Janna Caven, Mike Schmidt (Helms & Associates)

Chairman Gellhaus called the monthly scheduled meeting of the Aberdeen Airport Board to order at 10:30AM on Thursday, June 4, 2020.

Item #2 Approval of Minutes from the May 7th, 2020 Regular Meeting – Moved by Perry, seconded by Aman. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Thursday, July 9th at 10:30AM.

Old Business:

New Business:

Item #5 Bills for the Month of May – Moved payment by Erickson, seconded by Aman. **MOTION CARRIED.**

Item #6 May Financial Report – Moved approval by Perry, seconded by Seyer. **MOTION CARRIED.**

Item #7 Recommendation to pay Helms & Associates Invoice #22 in the amount of \$32,956.24 on AIP Proj. #3-46-0001-39-2018 Airport Master Plan 93% complete, ALP 90% complete and work on Aerial Approach Survey 96% complete - Moved by Aman, seconded by Perry. **MOTION CARRIED.**

The Strategic Plan was completed by Kim Kenville and have been distributed to the Board a few months ago. Helms along with Mead and Hunt are currently working on Chapter 4 of the Master Plan. This Chapter involves the alternative analysis and justifications.

Item #8 Recommendation to pay Helms & Associates Invoice #20 in the amount of \$4,576.84 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.**

B&B started the drainage portion of the project between rwy 13/31 and txy D last Monday.

Item#9 Recommendation to pay Helms & Associates Invoice #8 in the amount of \$16,683.75 on AIP #3-46-0001-41-2020 Design stage of Taxiway Geometry Improvements 60% complete - Moved by Aman, seconded by Seyer. **MOTION CARRIED.**

A copy of the Airport layout after txy A, C, D and B geometry corrections project is completed was distributed. Anticipated completion is end of 2021.

Item #10 Recommendation to pay Reede Construction pay estimate #2 in the amount of \$64,288.27 for materials on stored on site for AIP Proj. #3-46-0001-40-2019, Bid Schedule A and Bid Schedule B – Moved by Perry, seconded by Aman. **MOTION CARRIED.**

Item #11 Manager's Report (Krokkel)

Airline Operations 2020:

May: We are seeing a slight uptick since the pandemic. Enplanements is down 92.64%, Deplanements is down 93.36%, total May Pax Traffic is down 92.98%, May Load factor is at 7.89%. Krokkel will reach out to SkyWest on what their thoughts are on bringing in a 3rd flight during the Pheasant season. Krokkel received information from CVB from hunting lodges in the area that there are interests, but no firm commitments on reservations. Starting July 1st, we are back to 2 flights a day. The RON flight (remain-over-night) will return. Morning flight EDT is 6:30, turn flight ETA is 14:20 and EDT is at 15:50. TSA is currently keeping track of the daily passenger count through the checkpoint. A copy of this report was distributed.

YTD - May: Enplanements is down 45.94%, Deplanements is down 43.11%, Total YTD Pax Traffic is down 44.54%.

May Cancellations and Major Delays – none to report.

2020 Car Rental – April: Total April Gross Sales is down 86.5% compare to April 2019. YTD is down 35.6%. Hertz has declared bankruptcy. Enterprise is close to declaring bankruptcy. Seyer stated putting off the RFP for the Car Rental until August is good. As a Board, we need to potentially be aware of the possibility of extending the discussions, if there are still questions on conditions of these franchises.

Construction, projects, and other notes:

- Txy C Reconstruction: Seyer stated due to his business relations with Nathan Reede, he is recusing himself from voting and/or engage in any discussions on the time extension request that Reede might have on this project. Krokkel reported receiving a letter on Tuesday from Schmidt (Helms) in regards to Reede asking for 41 days extension on the project. A few months ago there was a discussion of giving Reede an extension due to 3M COVID flight and due to weather. In the letter, the proposed completion date is October 31st. Krokkel and staff see a problem with this extending it this long as it would affect the painting of the markings on the taxiways; we have had to plow snow second/third week in October. Krokkel added he will reach out to our Cert Inspector if it comes to extending because of weather. There's has not been any impact on the timeline due to the COVID flights.

Schmidt (Helms) stated Reede wanted to start mid-April, but due to accommodating the 3M COVID flights, load limits on County road and ground condition; all have created a snow ball effect on their other projects. The load limits did not come off until sometime in May. The Board understands we deal with load limits every year and it did last longer this year. They also know what we deal with weather in the fall. Schmidt stated he'll monitor and evaluate progress and will bring this back to the Board next month as a new completion date need to be set before getting too far into the project.

- Air Kraft Spraying – new lease is being reviewed by Kraft's lawyer as of last meeting. Krokkel's last contact was June 2nd by email, but no response. Krokkel will continue to pursue.
- Taxiway Geometry GA Apron Project – moving forward with this project.
- CARES Act Grant – ABR will receive \$1,116,683. Additional guidance was received from the State on submissions. Detailed reporting on payroll is required. Hanley will start a daily work log. CARES grant is good for 4 years.
- FAA Certification Inspection – ABR records has been submitted and uploaded into the FAA shared file for their review. Cert Inspector will conduct the ARFF Response test, daytime and night time inspections at a later date. Inspection out brief will then be done via Zoom.
- Basic ASOS (Airport Safety and Operations Specialist) Virtual Training – was attended by Elsperger, Lehner and Kolb.

Maintenance Report (Hanley):

- Routine summer maintenance: mowing and spraying
- City of Aberdeen crew is providing weekly mosquito spraying
- Part 139 Compliance – sign panel replaced on D1; completed all staff training on the ACM and AEP
- Painted - terminal parking lot, Car Rental lot and employee lot
- Replaced 2 broken sidewalk panels and re-poured
- completed monthly and quarterly inspections and prep for the annual inspection
- ARFF trucks – inspected and cleaned foam mixing valves and assisted in flow testing
- JD tractors last year for leasing; both tractor had annual warranty inspections completed, replaced hydraulic cylinders that's been leaking
- escorting on project
- airfield painting will start soon and we'll coordinate with the runway closures
- continuing to replace Shop windows.

There being no other business before the Board, Erickson moved to adjourn, seconded by Aman. The meeting adjourned at 11:10AM.

APPROVED BY :
ABERDEEN AIRPORT BOARD
[Handwritten Signature]