

MINUTES
ABERDEEN AIRPORT BOARD
Regular Meeting
June 6, 2018

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

MEMBERS ABSENT: Michael Erickson

OTHERS PRESENT: Cody Roggatz, Rich Krokell, Lynn Lander, Doug Fjeldheim, Craig Harrison, Michael Schmit, Kevin Braun, Mark Caven, Rhea Ketterling

Vice Chair Johnson called the monthly scheduled meeting of the Aberdeen Airport Board to order at 11:02 AM on Thursday, June 6, 2018.

Item #2 Approval of Minutes from the May 3rd, 2018 Meeting – Moved by Perry, seconded by Seyer. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Monday, July 9th, 2018.

Old Business:

New Business:

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

Discussed: PAPI lamps only last 1,000 hours. Brooms are getting about 250 hours versus 120 – 130 hours for the tow behind. MB brooms each core element is guaranteed to be balanced and this was not the given by the other 2 vendors that were called on to.

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

Discussed:

Item #7 Recommendation to pay Helms & Associates invoice #5 in the amount of \$4,852.41 on AIP Project #3-46-0001-37-2017 Airport Wildlife Hazard Assessment & Mitigation, 28.5% complete - Moved by Gellhaus, seconded by Seyer. **MOTION CARRIED.**

Discussed: Completed the 4th monthly observation with the Certified Airport WL Biologist. The observation is a 12 month process.

Item #8 Recommendation to pay Helms & Associates invoice in the amount of \$1,297.00 for Professional Services as per Agreement to Acquire a Passenger Loading Bridge - Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

Discussed: working with Helms on developing Plans and Specs for the new Passenger Loading Bridge. Hope to have this project under Grant moving into next year to replace the one we currently have. Winter time installation will be avoided as much as possible.

Item #9 Recommendation to select Helms & Associates in partnership with Mead & Hunt to perform the Airport Master Plan and Airport Layout Plan Project. Selection is pending negotiation of fees not to exceed the budgeted amount of \$400,000 for the project. Selection and approval of negotiated fees is also pending FAA Approval – Moved by Gellhaus, seconded by Seyer. **MOTION CARRIED.**

Discussed: We went through the RFQ process which took about 6 weeks. Two submittals were received: 1). Helms & Associates in partnership with Mead & Hunt and 2). KLJ from Bismarck. The interview was conducted by City Manager (Lander), City Engineer (Bobzien) and Roggatz. We have a great working relationship and great customer service with Helms. They were also impressed with the partner they've chosen; Mead & Hunt, a national firm that has experience in doing Airport Master Plan for airports across the country of all sizes. Helms has a very strong presence in the Dakota Region particularly in the eastern half of SD. Costs was not discussed during the interview process as the FAA mandates firms are chosen based on qualifications. Once we've chosen a firm then we are allowed to negotiate. Once the negotiation is done, then it gets submitted to the State and the FAA for review. The FAA requires an Independent Fee Review for engineering fees that are over \$100,000. The Airport has to solicit an outside consultant to do the Independent Fee Review. Mead & Hunt will primarily be used for airline forecasting and issues with airline. The Airport Master Plan and the Airport Layout Plan is the "living and breathing" document for airport projects; climate change. AIP requires that airports has enough room on Airport Layout Plan before they will fund future projects; like expansion of taxiways or runways. This will be very concise, detailed and will take a lot of input from everybody. Roggatz added regulations changes too and we'll need to adapt as we go. Harrison from Helms agreed with regulation change and also the interpretation of the rules changes every 5 to 10 years. 2020 is the goal to complete the new Master Plan, There will be numerous public meetings and possibly set-up different committees. There

will be a lot of good ideas, but we also have to look at the data and statistics with the forecasting to see what is fundable and non-fundable. We'll try to draw a realistic picture for the next 10 year window. We hope to start the process by year-end. Caven suggested inviting Mayor from other communities in the 50 miles radius to Board meetings or have a conversation with them to enhance people in their community to drive into Aberdeen. Roggatz stated the Webster Mayor was just here a few weeks ago and toured the facility.

Item #10 Recommendation to submit PFC Application pending Final Review and Approval of the FAA - Moved by Perry, seconded by Seyer. MOTION CARRIED.

Discussed: PFC – Passenger Facility Charge is a fee upon approval by the FAA allows airports to charge for every enplanement/ticket sold leaving its facility. This is a tool utilized across the country at airports to help fund infrastructure projects. The way we have utilize this in the past is the revenues we gain are utilized for the City's matched on major infrastructure projects over the last 5 years. And because of our increased level of passengers over the last 5 years based on the estimated expiration date, we are going to reach that expiration quicker than anticipated.

Item #11 Airport Manager's report (Roggatz):

11a: Airline Operations May – Enplanements is 2,501 up 5.2% over May2017; Deplanements is 2,306 up 4% over May2017. Total May Airline Passenger Traffic is 4,807 up 4.6% over May2017. January through May: Enplanements is 11,478 up 5%, Deplanements is 11,397 up 4.4%. Total 5 month passenger traffic is 22,875 up 4.7%. There were 2 major inbound delays; 1 due to weather at MSP and 1 due to mechanical at MSP which also resulted outbound delays at ABR.

11b: General Aviation (measured in volume) – reporting for the month of April: GA fuel sales down 32.3% (23,331), Air carrier fuel sales including cargo up 2.6% (30,308). Total Fuel Sales down 16.4% (53,639).

11c: Construction and Projects:

- Part 139 Inspection completed last month. There were 2 write-ups. We are currently working on the corrective items that were listed for the three FBO's. Seyer asked about the write-ups and for a copy of the report. Roggatz reported he already corrected one matter and have until June 15th to correct the 2nd matter that has not been addressed which are on the Fueling Trucks, Fueling Farms and Training records for the FBO's. Roggatz will provide a copy of the Inspection report next month. Braun from Quest stated in the past they've been invited to the Debrief Meeting after the Inspection; this year they did not. Roggatz explained the change on the FAA's approach on the write-up for airports. It used to be that airports had a mutually agreed upon date as far as completion of correction items and a sign off process and the FAA mandates the Outbrief meeting. Caven from Aberdeen Flying Service stated they will comply of what they need to do, but they too had been invited in the past to at least express their opinion. Both FBO's asked if there are Standards on the FAA Fire Inspections for Part 139 as the City is using two different forms; one by the Fire Marshall and one by the Airport Staff. It was explained the form that the Airport Staff use for inspection is what the FAA Inspector looks for during the annual inspection. If Airport Staff notes corrective action during an inspection and tenants correct the issue, the Airport will re-inspect and provide an updated report to tenant.
- AGP Site Construction: continue work coordinating with AGP Construction Management on cranes they have in place.
- Pavement Condition Index (PCI): Helms is still working on the report.
- ACM Updates: working with the FAA on updates on the Airport Certification Manual (ACM); documentation on how we comply on Federal Part 139.
- ASP Updates: finalized the updates to the Airport Security Program (ASP).
- Meeting with FAA and SDDOT officials on future Airport Projects and funding tomorrow.
- Met with State officials (Aviation and Highway) and contractors to coordinate work on the Highway 12 Project.
- Met with APD leadership team to conduct the tabletop and review of the changes incorporated in ASP.
- City Manager, Roggatz, and other Airport Directors from FSD, RAP, ATY, and PIR and their Municipal Leaderships met with Senator Thune and a representative from his office to discuss Air Service Matters and future FAA Bill.

Johnson asked about the Omnibus Bill that was recently passed and a 100% discretionary. How does this impact our projects here and can we move forward? Roggatz stated not at this point as the FAA along with Congress are still working on the details on how the program will be administered. The Omnibus Bill was passed providing an additional \$1 billion dollars for Airport Projects nationwide which will take place over a 3 year period. We'll continue to seek funding out of this program which is funded at 100% rather than the 95% Federal, 5% State and 5% Local.

11d: Operations and Maintenance Report: (Krokel)

- Part .139 Compliance
 - As stated previous Annual Certification Inspection was completed. Krokel reported staff learned a lot by going through the Fuel Farm inspection of what the FAA Certification Inspector had questioned us. Krokel had trained his staff to what the FAA Certification Inspector had discussed with Roggatz. Braun from Quest stated he wants to be present when their Fuel Farm is inspected. Krokel stated he will start scheduling these inspections in the future and if there are corrective items then we will re-inspect 10 days after. With subjectivity on these inspections, the FBO's asked for documentation

on what the Standards the FAA looks for so they can comply. Roggatz stated we'll do the best we can to work together with the FBO's throughout the year complying with the FAA Standards to the best of our ability.

- The underground wiring problem for the Emergency Generator that feeds the Terminal Building has been taken care of. Ran the terminal, rwy 13/31, twy C, twy G, and the air carrier apron electrical systems transferred good and ran the generator for ½ hour at 131 amps. This is a new FAA requirement that we have to work with our Certification Inspector on how often they want this done and what type of documentation they will need.

➤ Other:

- Parking Lot – Seyer asked if there is money in the budget. Roggatz stated we are trying to make do as to what we have; it's still functional. This will be discuss with the FAA tomorrow during the Capital Improvement meeting. The struggle will be is that the FAA has a prioritization schedule on categorizing their funding. Landside matter is a low priority on the FAA funding. Seyer asked if the City could do something with this. Roggatz stated this can possibly be discuss with the City Engineer as to what they can do. As far as the major issues, we have to mill and get a new pavement and this can't be done in house. Krokkel stated Airport Staff did some crack sealing last year and plan to do some this year once their schedule allows.
- Painting: painted SPHP marking and short hold lines on twy short C, D1, end of D and painted non-movement boundary lines on twy B, E, F, and G
- Doing mosquito control the best we can. Weed control and cutting grass.
- Two new summer help going through initial training.

12. Other Items:

Caven from Aberdeen Flying Service informed the Board that he had presented a Proposal for a 125x150' hangar to Roggatz. With assistance from Helms, Caven completed and submitted the Airspace paperwork to the FAA for Approval for the space south of the Maintenance Building. Since he has not receive an approval from the FAA, he would like to make sure that if the FAA does not approve the propose location that there is a place for this hangar at the Airport. Roggatz looks forward for this development whether it's in the requested location or somewhere else at the Airport. We will utilize some of the documentation from the old Master Plan and will wait for the Airspace Analysis. There will be Environmental involved, but this will come later. First, we have to wait for the result of the Airspace Analysis from the FAA.

Airspace Analysis from FAA takes about 45 days – then City Management will look at the Airspace Analysis received from the FAA and review the space proposed in regards to the current Airport Master Plan and Airport Layout Plan - then Board will approve amendment to lease.

There being no other business brought before the Board, Perry moved to adjourn, seconded by Gellhaus. Meeting adjourned at 12:20PM.

APPROVED BY:
ABERDEEN AIRPORT BOARD
Michael Ericson