

**MINUTES
ABERDEEN AIRPORT BOARD
Regular Meeting
June 6, 2019**

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

MEMBERS ABSENT: John Aman

OTHERS PRESENT: Rich Krokkel, Mark Hanley, Lynn Lander, Mike Schmit, Rhea Ketterling

Chairman Gellhaus called the monthly scheduled meeting of the Aberdeen Airport Board to order at 10:35AM on Thursday, June 6, 2019.

Item #2 Approval of Minutes from the May 9, 2019 Regular Meeting – Moved by Perry, seconded by Erickson. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Tuesday, July 2nd at 11:00AM.

Old Business:

New Business:

Item #5 Bills for the Month of May – Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**
New gate was installed in the Ag area for Agtegra use.

Item #6 May Financial Report – Moved by Erickson, seconded by Perry. **MOTION CARRIED.**
We'll follow through on outstanding invoices.

Item #7 Recommendation to pay Helms & Associates Invoice #17 (FINAL) in the amount of \$4,479.15 on AIP Project #3-46-0001-37-2017 Airport Wildlife Hazard Assessment & Mitigation, 100% complete - Moved by Perry, seconded by Seyer. **MOTION CARRIED.**

WHA and Wildlife Hazard Management Plan had been submitted to the FAA for approval.

Item #8 AIP Project #3-46-0001-38-2018 Acquire a Passenger Loading Bridge:

- **Recommendation to approve Jetway Systems Change Order (CO) #2, an increase in contract amount of \$4,651.30** – Moved by Perry, seconded by Erickson. **MOTION CARRIED.**

Seyer asked why the electrical (power requirement) was not included in the original bid. Schmit stated they had looked at the different power resources that are currently here. Then contacted different manufacturers. At that time they did not think that there will be a need for additional upgrade to power for all the functions all at one time. The change is reimbursable at 90% Federal, 5% State and 5% Local. If another Jet Bridge is added in the future at the 2nd gate, the electrical service will have to be spec out.

- **Recommendation to approve Jetway Systems pay estimate #2 in the amount of \$31,342.69** – Moved by Perry, Seconded by Erickson. **MOTION CARRIED.**

The pay requests covers the Change Order for the electrical work for the GPU and for marking removal and remarking.

- **Recommendation to pay Helms & Associates Invoice Billing through May 25th in the amount of \$734.30 for Professional Services as per Agreement to Acquire a Passenger Loading Bridge** – Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**

SkyCon is scheduled to be back on June 19th through 21st to finish the remaining items from the initial installation. List included carpet repairs, remove a panel to install base board heating in the 1st walkway as the HVAC unit was not keeping up with the heating requirement when it was 20 below, power washing, touch up paint, and rotunda seal. JBT requested to lower the retainage, but with work outstanding, Krokkel did not agree to reduce. The air conditioning works well. The heating is where we had a problem with.

Item #9 Recommendation to pay Helms & Associates Invoice #9 in the amount of \$7,546.28 on AIP Project #3-46-0001-39-2018 Airport Master Plan 52% complete and Airport Layout Plan, 27% complete - Moved by Perry, seconded by Erickson. **MOTION CARRIED.**

Outreach meeting is scheduled for June 24th and 25th with Kim Kenville, Strategic Planner.

Item #10 Recommendation to pay Helms & Associates Invoice #7 in the amount of \$11,944.02 for Design & Reconstruction of Taxiway 'C' and Taxiway 'C' Connector Project, AIP Project #3-46-0001-40-2019, 98% complete – Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**

Advertisement for Bids is posted today and also for next Thursday.

Item #11 Recommendation to pay Helms & Associates Invoice #2 in the amount of \$1,925.75 for GA Apron Design Project, AIP Project #3-46-0001-41-2020, 7.5% – Moved by Seyer, seconded by Perry. MOTION CARRIED.
 Met with the FAA on Tuesday who's looking at taking a different direction on this project. There will be more discussions with the FAA.

Item #12: Manager's Report (Krokel)

Airline Operations 2019

+/- Year Prior

May 2019

- Enplanements: 2,580 3.16%
- Deplanements: 2,380 3.21%
- Total May Passenger Traffic: 4,960 3.18%
- Load Factor 83.23%

January – May 2019

- Enplanements: 11,595 1.02%
- Deplanements: 11,424 0.24%
- Total January through May Passenger Traffic: 23,019 0.63%

Cancellations and Major Delays – 8 events; 0 WX, 6 MX, 2 Other

Late Equipment means that the flight that is scheduled for ABR was delayed somewhere else; which cause the delay coming down stream.

Additional Flight Information:

Sun Country (SY)

DATE	FLT	TYPE	DEP	ARR	STD	STA	
6/3/2019	8017	C	MSP	ABR	6:00	7:11	There will be MSP thru passengers on board
6/3/2019	8017	C	ABR	IFP	8:00	8:55	LIVE OUT - Riverside
6/7/2019	8018	C	IFP	ABR	10:50	15:28	LIVE IN - Riverside
6/7/2019	8018	C	ABR	MSP	16:15	17:20	Ferry
7/19/2019	8017	C	MSP	ABR	6:00	7:11	There will be MSP thru passengers on board
7/19/2019	8017	C	ABR	IFP	8:00	8:55	LIVE OUT - Riverside
7/22/2019	8018	C	IFP	ABR	15:00	19:38	LIVE IN - Riverside
7/22/2019	8018	C	ABR	MSP	20:25	21:30	Ferry

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 Car Rental report – attached.

Construction, projects, and other notes:

- FAA Annual Compliance Audit
 - See attached close out letter.
- Aviation Day at ABR
 - Down to just hours until the event.
 - The last couple of weeks, I have spoken at various groups and on all radio stations.
 - Volunteers will meet Saturday morning and be given their T-shirts.
 - A copy of the Sponsorships list/banner was distributed.
 - Civil Air Patrol is coming.
 - Fly-Inn breakfast is from 7:00am – 10:00am

- Agtegra Lease
 - Very close to signing the lease agreement. Fine tuning some on the lease language between the City Attorney and Agtegra legal.
- 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.
 - JBT/Skycon will be on-site 19-21 June to complete those items.
- Airport Master Plan and ALP.
 - New group meetings are scheduled 6/24 & 6/25 with Kim Kenville.
 - Groups will include; FBO's, local pilots, adjacent land owners, Airport personnel and ARFF, etc.
- TWY C Reconstruction
 - Project has been advertised for bidding.
 - Project is ready to go, just waiting on \$\$\$.
- Wildlife Hazard Assessment (WHA) and Wildlife Hazard Management Plan (WHMP).
 - Draft WHA and Draft WHMP have both been submitted to FAA for approval.

Operations and Maintenance Report (Hanley):

Part .139 Compliance

- Monthly PAPI inspection
- Repaired two inset lights
- Painted Runway 13-31(white, in progress) and Runway 17-35 (white)
- Paint removal on AC ramp
- Replaced 100 watt transformer on runway circuit

Terminal

- New wire pulled for parking lot lights
- Poured a concrete floor in de-ice shed
 - And drain tiled

Vehicles/Equipment

- Break in service on John Deere 1535's
- Hydraulic hose on 20' mower deck
- Installed new pump packings on crack sealer

Other.

- Mowing and spraying on airfield
- Treated standing water for mosquito larva
- Prep for aviation day
- Trimmed trees on terminal entrance road
- Made a millings service road to the green shop
- Replaced springs on overhead door at the ARFF station
- Installed new gate operator for north ag sprayer entrance

Dedication for the Freedom Shrine is scheduled for July 2nd at 10:30AM.

The meeting adjourned at 11:00AM.

APPROVED BY :
ABERDEEN AIRPORT BOARD
Donald J. Seelhaas