

**MINUTES
ABERDEEN AIRPORT BOARD
Regular Meeting
July 9, 2018**

MEMBERS PRESENT: Mike Erickson, Lon Gellhaus, Carl Perry

MEMBERS ABSENT: Tom Seyer

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Lynn Lander, Jeff Catron, Darrell Hillestad, Dani Roeker, Justin Lehr, Rolf Johnson, Adam Altman, Mike Schmit, Brooke Edgar, Alan Johnson, Rhea Ketterling

Chairman Erickson called the monthly scheduled meeting of the Aberdeen Airport Board to order at 11:01AM on Monday, July 9, 2018.

Item #2 Approval of Minutes from the June 6, 2018 Meeting – Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Thursday, August 9th, 2018.

Old Business:

New Business:

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

Discussed: Generator testing documentation was discussed and review during the FAA annual inspection this year.

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

Discussed:

Item #7 Recommendation to pay Helms & Associates invoice #6 in the amount of \$4,105.89 on AIP Project #3-46-0001-37-2017 Airport Wildlife Hazard Assessment & Mitigation, 34% complete - Moved by Gellhaus, seconded by Perry. **MOTION CARRIED.**

Discussed: Completed the 5th monthly observation. Roggatz met with Pugh last month and was very complimentary of our Staff and their knowledge as far as our Wildlife program and how this is carried out.

Item #8 Recommendation to pay Helms & Associates Invoice Billing through June 23rd in the amount of \$3,022.70 for Professional Services as per Agreement to Acquire a Passenger Loading Bridge - Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

Discussed: Working with vendors to help with developing the plans and specifications. During this process, they are keeping in mind future plans of potentially having two boarding bridges and leaving allowance not to impede future plans. With a short distance between the 1st floor and the apron elevation, the option they are looking at is to have a fixed walkway with a rotunda before the passenger boarding bridge. Also, to accommodate the current aircraft operating here; CRJ200 up to 737; with the potential of a 767 if possible, and staying with the ADA requirements. There's also a potential of changing some marking and re-established. They made progress on the Construction Safety Phasing Plan which Roggatz will meet with Lehr, Station Manager. They anticipates not having any interruption of access points for baggage loading and unloading for inbound and outbound flights. Projected downtime is about 2 to 3 weeks with anticipated delivery and to be installed in April or May 2019. The vendors are willing to work with the Airport as once they receive their Notice to Proceed, they have about 16 to 18 weeks to fulfill, which is will put the timeframe about December/January.

Item #9 Recommendation to Advertise for Passenger Loading Bridge – Moved by Gellhaus, seconded by Perry. **MOTION CARRIED.**

Discussed: The manufacturer of the current bridge is no longer in business.

Item #10 Recommendation to enter into the Professional Services Agreement with Helms & Associates to Development an Airport Master Plan, Airport Layout Plan (ALP) and Aerial Approach Survey for \$486,857.67; AIP Proj. #3-46-0001-38-2018 pending an acceptable finding of the Independent Fee Evaluation and FAA Approval - Moved by Perry, seconded by Gellhaus. **MOTION CARRIED.**

Discussed: Completed the Scope of Services with the help of working with the FAA. One aspect incorporated in the Master Planning process which will affect costs is Strategic Planning (additional input from users and the community as a whole as to growth and what they would like to see in the future). Public Meeting will be held and notification will be sent out. The Aerial Imagery will be done by Quantum Spatial in 1' contours for better accuracy which also increase the costs as normal shoot is a 2' contour. Having an updated aerial map will be helpful as Aberdeen continues to grow out in this direction for us as we work around the Airport on their development. The data will be downloaded into the Airport's GIS. An Independent Fee Evaluation (IFE) will be done with similar engineering as to what their cost would be to do the same project. Pending the result of this IFE, if comparable, then we will move forward with the proposed contract.

Item #11 Recommendation to approve Letter of Agreement with Helms & Associates for Compensatory Mitigation Project – Site Monitoring for the fee range from \$3,000 to \$4,500 – Moved by Gellhaus, seconded by Perry. MOTION CARRIED.

Discussed: This is a requirement from a project (WL Mitigation) a few years back. We have to monitor and verify that we are establishing wetlands at Willow Lake per the Section 404 Permit (looks at different species of plants and notice of wildlife). This is done once a year and up to 5 years.

Item #12 Airport Manager's report (Roggatz):

12a: Airline Operations – Enplanements is 2,253 up 3.2% over Jun2017; Deplanements is 2,375 down 1.7% over Jun2017. Total June Airline Passenger Traffic is 4,628 up 0.6% over Jun2017. January through June: Enplanements is 13,731 up 4.7%, Deplanements is 13,772 up 3.3%. Total 6 month passenger traffic is 27,503 up 4.0%. One major inbound delay due to weather at MSP and zero major outbound delays at ABR.

12b: General Aviation (measured in volume) – reporting for the month of May: GA fuel sales down 18.2% (33,803), Air carrier fuel sales including cargo up 17.9% (34,447). Total Fuel Sales down 3.6% (68,250).

12c: Construction and Projects:

- Part 139 Inspection: 2 write-ups received and resolved. Paperwork is included in the manager's report.
- Advertising for Board Vacancy that Rolf Johnson recently vacated.
- Working on Aerial Applicator Lease for a company that is interested in moving their operation in Aberdeen. Roggatz will check on the State approved/required loading pads.
- AGP Site Construction: continue work coordinating with AGP Construction Management on cranes they have in place.
- ACM Updates: still working with the FAA on updates on the Airport Certification Manual (ACM).
- Staff have been working on taxiway painting and hope to re-paint 13/31 before the end of our painting season.
- Recently met with the FAA and SDDOT officials on future Airport Projects.
- Conducted an Airport Tabletop Emergency.
- Received last Friday an email on Omnibus Bill funding outline. Working with the local FAA and Helms to be prepared, in case we can get any of the funding available to airports. It's estimated that funding will become available this fall into the end of the year.
- AirKraft Spraying hangar move will be looked at during the Master Planning process and all the options that had been presented to find the best solution for access on the Ag Sprayer Taxilane.

12d: Operations and Maintenance Report: (Krokel)

- Part .139 Compliance
 - Completed the monthly preventative and maintenance on the PAPI's.
 - Working with Mike Schmit from Helms and Jacobson's Electric on the random 17 and 35 PAPI's and the 17 REIL's. Jacobson had been communication with AirSide Solutions which is the supplier for these equipment.
 - Sent Bob Pagel to Wildlife Training in Sioux Falls, who in turn trained our Staff.
 - Self-Inspection annual recurring training was also completed.
 - Gopher infestation along taxiway C was handled by our licensed sprayer.
- Terminal
 - Replaced recycled rubber curb stops in terminal parking lot with concrete stops.
 - Installed new time clock for DGS.
- Equipment
 - Replaced front deck tires and guide wheel assemblies on eq. #64
- Other
 - Primer painted and yellow painted all runway edge light fixtures on rwy 13/31.
 - Blew out all cracks in shoulders on rwy 13/31 for crack sealing this week which was a recommendation from the Certification Inspector this year.
 - Thermal plastic repairs done on SPHP (Surface Painted Hold Position) marking and Short Hold lines and Enhances txy centerlines on txy C.
 - Continue painting on the taxiways, weed control, grass control and mosquito control.

- Grass not growing on 17/35 from a project from a couple of years ago has been reported to Schmit from Helms & Associates. Schmit stated the contractor should be back here in a couple of weeks.

13. Other Items:

Chairman Erickson asked if there are any updates on the Aberdeen Flying Service proposal to build a hangar. Roggatz reported he hasn't heard anything back from the FAA.

Thank you to Rolf Johnson for his time on the Board.

July is the month for re-organization of the Board, but with a vacancy this will be done next month or when the vacancy is filled.

There being no other business brought before the Board, Perry moved to adjourn, seconded by Gellhaus. Meeting adjourned at 11:52PM.

APPROVED BY
ABERDEEN AIRPORT BOARD
Lowell P. Gellhaus