

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

August 9, 2018

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

MEMBERS ABSENT:

OTHERS PRESENT: Cody Roggatz, Rich Krokkel, Lynn Lander, Mark Caven, Shawn Mielke, Dani Roeker, Rolf Johnson, Darrell Hillestad, Brett Anderson, Mike Schmit, Brooke Edgar, Alan Johnson, Adam Altman, Kurt Weisbeck, Rhea Ketterling

Chairman Erickson called the monthly scheduled meeting of the Aberdeen Airport Board to order at 11:00AM on Thursday, August 9, 2018.

Item #2 Welcome New Member - Welcome to Eric Brenner from Alliance Contracting to the Aberdeen Airport Board. City Council approved Brenner's appointment unanimously. Brenner started his first company in 2005. His interest in flying started 3 years ago. He has a lot of interest in the Airport and would like to help it grow.

Item #3 Reorganization of the Board – What is the duty of the Chairman besides lead the meeting? Lander, City Manager stated one of the duties of this Board Chair is being included in the interview process of the Transportation Director. Perry moved for Lon Gellhaus for Chair and Tom Seyer for Vice Chair, seconded by Seyer. **MOTION CARRIED, 2018-2019 Chair – Gellhaus, Vice Chair- Seyer.**

Chairman Gellhaus took over the meeting and said Thank you to Erickson for all the years he's taken on as the Chair of the Airport Board.

Item #4 Approval of Minutes from the July 9, 2018 Meeting – Moved by Erickson, seconded by Perry. **MOTION CARRIED.**

Item #5 - Adoption of the Agenda – Moved by Perry, seconded by Seyer. **MOTION CARRIED.**

Item #6 Schedule Next Meeting – Wednesday, September 5th, 2018.

Old Business:

New Business:

Item #7 Bills for the Month of July – Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**

Item #8 July Financial Report – Moved by Perry, seconded by Seyer. **MOTION CARRIED.**

Item #9 Recommendation to accept Soil Boring Proposal in the amount of \$17,640 from American Engineering Testing, Inc. from Sioux Falls, SD for future GA Apron Reconstruction Project – Moved by Perry, seconded by Seyer. **MOTION CARRIED**

Discussed: This testing is the initial Phase for the GA Project, then possibly do the Justification this fall, then comes the Plans and Specs. The GA Project will come after the Txy C Project. With information ready on hand, we have a better chance on competing for funding. Lander puts an annual appropriation every year for Proposed Airport Projects based on the CIP submitted by Roggatz. We can fund the projects ahead and wait to get reimbursed. Reimbursements had not been an issue in the last four years. Schmit from Helms stated they solicited proposals from firms whom they had previously worked with. These are AET, Soil Technologies, Braun Intertec and Northern Technologies. AET had the lowest proposal. The testing result is good between 5 to 10 years. Getting the testing done this early will help figure out the estimated construction costs.

Item #10 Recommendation to pay invoice for Wetland Site Monitoring per agreement in the amount of \$3,179.15 – Moved by Perry, seconded by Seyer. **MOTION CARRIED**

Discussed: Cost submitted is the total cost for this calendar year. Services provided was out at Willow Lake area where wetland was created to offset the wetland that was filled in on Airport property. There's a requirement of up to 5 years per the 404 Permit to continue monitoring and submit the results for review and approval. The POC from Corps of Engineer was contacted and we will continue to contact to ask if they can possibly waive the 4th and 5th year, if sufficient wetland and vegetation had been established.

Item #11 Recommendation to pay Helms & Associates invoice #7 in the amount of \$4,479.15 on AIP Project #3-46-0001-37-2017 Airport Wildlife Hazard Assessment & Mitigation, 40% complete - Moved by Seyer, seconded by Perry. MOTION CARRIED.

Discussed: Completed the 6th monthly observation in July. There is a 12 months requirement of the WHA before moving on the development of the WHMP.

Item #12 Recommendation to pay Helms & Associates Invoice Billing through July 28th in the amount of \$8,005 for Professional Services as per Agreement to Acquire a Passenger Loading Bridge - Moved by Perry, seconded by Seyer. MOTION CARRIED.

Item #13 AIP Project #3-46-0001-038-2018 Purchase a Passenger Boarding Bridge

- Recommendation to award the purchase of a Passenger Boarding Bridge from John Bean Technologies in the amount of \$854,067 as per recommendation of Helms & Associates and contingent upon receipt of an FAA Grant Offer
- Recommendation to submit Grant Application for up to \$830,000 for the above referenced Grant and Project and submit to City Council pending review of the City Attorney

Moved by Perry, seconded by Seyer. **MOTION CARRIED.**

Discussed: Two bids were received and opened on Tuesday. The difference in amount to award and the Grant Application is for the cost of the GPU unit which will be reimbursed in next year's grant. The PCA unit (preconditioned air unit) is not part of the recommendation to accept as the costs outweighs the benefits and is not an AIP eligible expense. The funding for this year's project have been already allocated. The key focus made on this project was flexibility (able to handle a 757/767 and leaving room for a possible 2nd bridge in the future). The GPU unit will help the airlines with their operations to make things more efficient. Currently, our charge is \$50/per Jet Bridge use, but with the new equipment Roggatz will look at adjusting this fee in the future.

Item #14 Discussion of a new FBO Hangar from Aberdeen Flying Service

A map (developed by Helms & Associates) was sent to the FAA at their request. The map was distributed at the meeting. Currently, the FAA BIS ADO is awaiting approval(s) for the Air Space Analysis from other FAA Offices. They anticipate on completing this by tomorrow. Next month, is when we possibly seek acceptance of the Air Space Analysis for a Lease amendment. Caven stated his hope was to get an okay with contingent upon, so they can move forward and get to work. Lander stated being this was not listed as an item on the Agenda, an action cannot be taken. A Special Meeting can be held, if needed. There is no issue with the location, we are just waiting on the FAA approval and the amendment to current FBO lease.

Item #15 Discussion on Leases – Private Hangar and FBOs

We currently have 4 outstanding leases for the Private Hangar Area/Executive Hangar Area. We continue to contact those tenants and work with them to get those leases executed. FBO's leases, we received the final ones from Quest this morning. This is an item we can include if we hold a Special Meeting this month, if not, it will be in next month's agenda.

Darrell Hillestad, private Hangar Owner, has a problem with the lease and had asked his attorney to review his lease. Hillestad stated they made it clear at a meeting that the apron will be half price and it will not be more apron than what is already in the old lease. His back hangar's (facing to the East) apron is 20x126; before he was only charge for 20x20. The 126' is not what he agreed to at the meeting. He agreed to the term "wider than the door". He made sure it wasn't going to change from his old lease because of the 126'. He asked to wait until October meeting to continue discussion. In addition, he presented pictures of snow accumulation by his hangar in February – March 2018. Roggatz stated we try to work with our tenants on Snow Removal; to call the OPS line, Krokkel's cell or Roggatz's cell at any time they need immediate attention. Lander will discuss Hillestad lease with the City Attorney. All lease that's been renewed this year are set to expire at the same time in 2022.

Item #16 Airport Manager's report (Roggatz):

16a: Airline Operations – Enplanements is 2,442 ↓6.1% over Jul2017; Deplanements is 2,306 ↓2.1% over Jul2017. Total July Airline Passenger Traffic is 4,748 ↓4.2% over Jul2017. January through July: Enplanements is 16,173 ↑2.7%, Deplanements is 16,078 ↑2.5%. Total 7 month passenger traffic is 32,251 ↑2.70%. Zero cancellations for July. Delays out of ABR were due to mechanical issues.

16b: General Aviation (measured in volume) – reporting for the month of June: GA fuel sales ↓15% (35,770), Air carrier fuel sales including cargo ↑2.9% (30,469). Total Fuel Sales ↓7.9% (66,239). UND King Air program are coming back through.

16c: Construction and Projects:

- Lander and Roggatz interviewed candidates for Board vacancy and selected Brenner.
- Continue working on Aerial Applicator Lease. Had reach out to the interested party and haven't heard anything back in the last few weeks.

- AGP Site Construction: continue work coordinating with AGP Construction Management on cranes.
- Independent Fee Evaluation (IFE) on the Master Plan: The FAA approved the IFE. Helms had been working on the contract documents for the Master Plan which was previously approved by the Board and the City Council. Will now seek proper signatures from the City Manager.
- Met with SDDOT Officials, Aeronautics Commission Member and State Representative David Johnson on rewriting Title 50 of the State Code for Aviation. This group is working on updating some of the language which dates back since 1930's.
- ACM Updates: working with the FAA on updates to our Airport Certification Manual (ACM).
- Had multiple phone calls and meetings with the FAA and SDDOT Officials on future Airport Projects.
- Krokkel helped complete the Driver's Training for ARFF Officers which is an annual requirement.
- Sun Country Gambling Junket came in on the 5th this month coming back on the 10th.
- Assisting HR and City Manager on recruitment for a new Airport/Transportation Director.

16d: Operations and Maintenance Report: (Krokkel)

- Part .139 Compliance
 - Completed Driver's Training for ARFF officers and the Operations and Maintenance Department for the annual recurring training.
 - Corrected signage (changed panels (13, txy B) estimated cost of \$1,200) and Surface Painted Hold Position (SPHP) which was a recommendation from the last Certification Inspection. Rwy 17 panels were change back in March or April 2018 to provide more directional signs.
- Terminal
 - Crack sealed in terminal parking lot.
- Equipment
 - Couple of issues on MB1 & MB2 caster tires; covered under warranty.
- Other
 - Hired New Age Cryo to get some markings off. They used 20k PSI pressure washer.
 - Crack sealed entire length of rwy 13/31, both sides of the shoulders. 24,000# total of crack seal was applied this summer.
 - Completed thermoplastic repairs over at C1, 2 & 3.
 - Continue with weed control, grass cutting and mosquito control.
 - Airport Wildlife Biologist has visited and did observations on 6th occasions and will be here next Monday, Tuesday and Wednesday again.

Terminal Parking Lot is needing a lot of repairs. This item is listed in the ACIP (Airport Capital Improvement Plan), but it's a low priority on Federal funds. Possibly put in City's budget for funding repairs following next year.

17. Other Items:

There being no other business brought before the Board, Erickson moved to adjourn, seconded by Chair Gellhaus. Meeting adjourned at 12:09PM.

APPROVED BY :
 ABERDEEN AIRPORT BOARD
