

**MINUTES
ABERDEEN AIRPORT BOARD
Regular Meeting
September 6, 2018**

MEMBERS PRESENT: Lon Gellhaus, Tom Seyer, Mike Erickson

MEMBERS ABSENT: Eric Brenner, Carl Perry

OTHERS PRESENT: Cody Roggatz, Rich Krokell, Lynn Lander, Kevin Braun, Darrell Hillestad, Jeff Catron, Rolf Johnson, Adam Altman, Jeff Williams, Daryl Shook, Justin Lehr, Mike Schmit, Rhea Ketterling

Chairman Gellhaus called the monthly scheduled meeting of the Aberdeen Airport Board to order at 11:00AM on Thursday, September 6, 2018.

Item #2 Approval of Minutes from the August 9, 2018 Meeting – Moved by Seyer, seconded by Erickson. **MOTION CARRIED.**

Item #3 - Adoption of the Agenda – Seyer requested to move items 10 and 11 to the top and adding the Discussion on Airport Manager search. Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**

Item #4 Schedule Next Meeting – Thursday, October 11, 2018.

Old Business:

New Business:

Airport Manager Search – the position was posted on August 1st with a closing date of August 31st. It's been advertise with AAAE, Great Lakes Chapter of AAAE, Aviation Airport Schools and SDML. The search committee will be the City Human Resource Director, City Manager and Gellhaus as the Board Chair, another Board member and possibly adding a FBO representative. To sit on this committee you must attend all scheduled interviews. Erickson stated this is what they have done in the past. Eventually, the City Personnel narrows the candidates down to top 4 or 5 candidates and the City Manager will have the final say.

Item #10 Recommend Approval of FBO Hangar Area Leases – Final Draft Template – worked with the FBO's on these leases. The Lease presented is from the City Attorney's office. All three FBO's have approved the lease and their questions had been addressed by the City Attorney. Specific information like lessee's name and leased area square footage will be filled in once the Ordinance is passed by the City Council. Seyer moved approval of the Lease on hand, seconded by Erickson. **MOTION CARRIED.**

Item #11 Recommend Approval of Lease Addendum to Aberdeen Flying Service Lease #8, Commercial Aviation Net Ground Lease – Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**
Roggatz stated the City Attorney had worked with AFS on this addendum and there's no finalized footprint that have been negotiated. Seyer had talked to the City Attorney who had indicated that there's a concern about the area between AFS (Caven's) current hangar and office, and where the new hangar will be situated; controlling the parking lot and including this on the lease. Seyer reported with his conversation with Caven, Caven has no objection to this and wanted the control of his business' parking lot. There shouldn't be any issues.

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

Item #6 August Financial Report – Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**

Item #7 Recommendation to pay Helms & Associates Invoice #8 in the amount of \$4,479.15 on AIP Project #3-46-0001-37-2017 Airport Wildlife Hazard Assessment & Mitigation, 46% complete - Moved by Seyer, seconded by Erickson. **MOTION CARRIED.**

Completed the 7th monthly observations with the Certified FAA Wildlife Biologist. Biologist continues to convey how our staff are very attentive to details of our current program. Also hired Gengenke to spray for grasshoppers.

Item #8 Recommendation to pay Helms & Associates Invoice Billing through August 25th in the amount of \$2,695 for Professional Services as per Agreement to Acquire a Passenger Loading Bridge - Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**

The jet bridge installation is planned for after the Hunting and Christmas time. The vendor has up to 120 days to complete the removal of the old bridge and installation of the new bridge after the notification to proceed. The goal is to complete this project before year

end to free up some funds for another potential project next year. It was estimated that there will be a maximum of 2 weeks the bridge will be out of service.

Item #9 Recommendation to pay Helms & Associates Invoice #1 in the amount of \$4,686.59 on AIP Project #3-46-0001-39-2018 Airport Master Plan, 2% complete - Moved by Seyer, seconded by Erickson. **MOTION CARRIED.**

Kickoff meeting with the FAA is scheduled for next Tuesday, September 11th in Bismarck. All Grant paperwork have been received for both projects and finalizing to return to the FAA.

Item #12 Receive and Place on file 2017 PFC (Passenger Facility Charge) Audit Report – Moved by Seyer, seconded by Erickson. **MOTION CARRIED.**

No major issues on 2017 collections. One concern moving into next year is that our authority to collect PFC runs out approximately 9 to 12 months before it was anticipated because of the higher passenger numbers. We are currently working with the FAA staff on the new application which is currently posted on our website for Public Comments which will end tomorrow. The maximum collection per enplanement is still at \$4.50 as this is mandated by Congress.

Item #13 Airport Manager's report (Roggatz):

13a: Airline Operations – Enplanements is 2,385 ↑6.1% over Aug2017; Deplanements is 2,448 ↑4.0% over Aug2017. Total August Airline Passenger Traffic is 4,748 ↑5.0% over Aug2017. January through August: Enplanements is 18,558 ↑3.3%, Deplanements is 18,526 ↑2.7%. Total 8-month passenger traffic is 37,084 ↑3.0%. Zero cancellations and one delay out of ABR due to mechanical issues for the month of August.

Hunting Season 2018: There will be 8 days in October and 10 days in November that we will have 3 flights per day. The CVB has planned to welcome passengers on Opening weekend again this year.

13c: Construction and Projects:

- AGP Site Construction: continue work coordinating with AGP Construction Management on cranes.
- Met with SDDOT Officials and State Representative David Johnson on rewriting Title 50 of the State Code for Aviation. Johnson (from Rapid City) intends to take this Bill into the session next year. There's a FBO from PIR who participated in last month's meeting along with Roggatz and Edgar from Helms. A representative from the Rapid City Airport might be attending the next meeting.
- ACM Updates: we are finalizing the updates.
- TSA: We are also working with TSA on compliance with new regulations. Roggatz added that tenants need to be aware that airport staff will be reaching out to everyone who has access to the airfield to make sure that the information we have is up to date as this will be audited more closely by the TSA Office out of Sioux Falls.
- Meetings: Airport staff, FAA officials and consultants will have the Kick off meeting on the Airport Master Plan next week.
- Sun Country Gambling Junket planned for later in September and another in November.
- Next month, look for:
 - Independent Fee Evaluation for the taxiway C project
 - SkyWest Airlines Operating Agreement

13d: Operations and Maintenance Report: (Krokel)

- Part .139 Compliance
 - Completed monthly PAPI's
 - Completed Hazmat Training
 - Rewired and replaced sign sockets
- Other
 - We were down 4 staff due to: one staff went on Military Leave for 27 days; 3 summer help are back to school.
 - Continued mowing.
 - Escorted core drillers for 3 days on the GA Apron ramp. They did 22 bore sites were sampled in anticipation in getting a project to replace the GA Apron.
 - ARFF Station overhead door jamb seals and threshold seals replaced.
 - AFS Project broke ground on September 5th. A security plan have been submitted to TSA on fencing and maintaining airfield security.

14. Other Items:

Replacing of trees on the entrance drive is something will be looked into in the future.

Roggatz said Thank you to the Board for volunteering their time not just for the meetings, but coordinating with City Staff. He appreciates their help with all the accomplishments we had the last 4 ½ years.

Chairman Gellhaus said Thank you to Mike Erickson for all his dedication and hard work for serving as the Board Chairman.

On behalf of the Airport Board, Chairman Gellhaus said Thank you Roggatz for his work and Wishes him success in his future.

There being no other business brought before the Board, Erickson moved to adjourn, seconded by Chair Gellhaus. Meeting adjourned at 11:49AM.

APPROVED BY:
ABERDEEN AIRPORT BOARD
Donald J. Gellhaus