

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
July 9, 2009

MEMBERS PRESENT: Mike Erickson, Chuck Bensen, Rolf Johnson

MEMBERS ABSENT: Steve Kaiser, Nate Zeeb

OTHERS PRESENT: Dave Osborn, John Aman, Kevin Braun, Gary Dahlerup, Mark Caven, Sam Muntean, Adam Altman, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:36am on Thursday, July 9th, 2009.

Osborn stated he has an item under old business and will wait until that time to see how the Board wants to handle this.

Osborn stated Kaiser was reappointed for his second term. It was discussed that the Mayor still appoints Board members and the City Manager now signs the Airport grants and pay estimates. Bensen nominated Erickson for Chairman, seconded by Johnson. Motion carried. Johnson nominated Bensen for Vice Chairman, seconded by Erickson. Motion carried. Johnson nominated Kaiser for Secretary, seconded by Bensen. Motion carried.

Bensen moved approval of the minutes from June 4th, 2009 meeting, seconded by Johnson. Motion carried.

Old Business: (GCO) Osborn stated there was a review by FAA on the field. One of the things that happened is that they had their own inspector from FAA reviewing FAA's work. The gentleman who came asked if we have any problems on the field. Osborn reminded him of the issue with communications on the field. They wrote this up in their report. This report goes to the Head out of Minneapolis who now says this is an open issue and they do not think they can resolve this. Osborn informed them that they can, move the equipment. The equipment will be brand new this fall and put it in at the Weather Service. Osborn stated this is now an open issue with FAA that has to be resolve. All the information given last month, it's now become the people who oversee the field see it as a communication problem. We'll see where they are going to go from here. Osborn stated this does not go into AIP project, this becomes their issue. (GA sign) Osborn showed the Board the proposed Quest sign. AFS and Quest are working individually on their sign. Osborn does not see a problem with Quest's sign. According to the standard this has to go through this Board to be approved. Caven from Aberdeen Flying Service stated the sign company has not gotten back to him. Caven stated his sign would be pretty much the same or very close to what he has now. Johnson stated he assumes that they want this done before the next meeting. Osborn stated this can be approved one at the time. Johnson added the Board can authorize Osborn to approve AFS sign at a moments notice so Caven can move quicker. Osborn stated under the standards Osborn can approve the ad. Osborn wanted the Board to see the ad and he does not have any issue with the sign and the FBO's can move forward. Osborn added he did let the FBO's know that when they get done, we will then take care of some painting and the outside of the sign. Osborn informed Braun that we do want the Kiwanis panels back when the panel is taken apart. (Hangar 9 contract) Osborn informed the Board that at the 30 day timeframe, we did not get the contract back. Yesterday, the City Attorney did receive the contract from Hangar 9 and they had requested some changes. Osborn asked the Board if they would like to discuss the request in the contract in an open session or leave it for an Executive Session. The Board decided to discuss the Hangar 9 contract in Executive Session. (Dedication pictures) Bensen shared some pictures from the 1946 Terminal Dedication which showed that we had jets then.

Bensen moved approval of the bills for the month of June, seconded by Johnson. Motion carried.

Bensen asked if the NWA/Mesaba bill is due because of the switch over to Delta. Osborn stated this is still pending. We have been working on this from last month. There was a problem when Delta took over billing. There was two ways of how bills can be done; constant bills and alternate bills which is for landing and others. Delta had put this in the hands of the Station Managers who did not know there are two types of billing. What we thought was completely done wasn't. We now have this taken care of and have been told that check is on the way. Johnson stated he sees that there was an amount billed to our farmer and asked if hay had been put up. Osborn stated hay had been up and the farmers were actually taking bales off yesterday. Bensen moved approval of the June financial report, seconded by Johnson. Motion carried.

Since the last Board meeting, the Air Show committee had met. Osborn distributed a tentative flyer for the Wheels and Wings weekend. Osborn stated they still have to work on the contract for Miss Mitchell. This takes the whole weekend for Wheel and Wings to make it one event because we have been included in the Bed and Booze funds which is available through the Hotel Alliance. Chairman Erickson asked about Kaiser's marketing idea. Osborn stated Kaiser is at a conference and had asked this to be discussed in our next meeting. Osborn and Kaiser had gone over a couple of items and Kaiser's daughter was going to take some pictures and had not seen her as of yet.

Bensen moved approval to pay Helms and Associates PE #7 for work completed in the Environmental Assessment project in the amount of \$3,545.35, seconded by Johnson. Johnson asked if there is a report that the Board or Osborn gets from Gander Island Consulting. Osborn stated there is a preliminary report. What had happened is that this had become a big item for Helms with all the other projects that are going on. They are outsourcing some of this work and there will be a preliminary going to that party. Osborn had seen some of it and reviewed the wildlife with Mr. Antonides. The report is not in the final draft yet. It's just so it can go to the other party so they can review it and if they have any comments. Helms and Associates will also review this. This is still expected to be completed by November. Motion approving to pay Helms and Associates PE #7 is carried.

For the record three bids were received on June 24th for the Hangar Taxilane Improvements project, AIP Project #3-46-0001-29-2009. They were from Dakota Contracting Corporation for \$1,065,465.05, Ti-Zack Concrete, Inc for \$1,127,549.75, and UPCI for \$1,337,376.45. Osborn stated the recommendation from Helms and Associates is Dakota Contracting has the lowest bid. The lowest bid is actually about 19% less than the estimate from our engineer. Bensen stated this means we have money left over. Osborn stated not money left over as we were going to hold off on getting a tractor as we did not know where the bids are coming in at. Since there are funds left over, we will get the tractor. Some of this is still pending based upon State bids for tractors. Muntean from Helms and Associates stated they were under their estimate, but their estimate is actually higher than the funds we have available. Bensen moved to accept the bid of Dakota Contracting Corporation from Sioux Falls, seconded by Johnson. Motion carried. Osborn stated the contract the Board received is the contract for Federal Assistance. Year after year when this comes in there is a timing element to get this done. This Board almost always sees it after it signed by the Mayor because of the condition of time. We have so many days to get the contract in. We know this is the funding that we are looking forward to, but we still need the approval of this Board. This went to the Mayor first and is already out to the State then to FAA. Bensen moved approval to authorize the Mayor to sign the Application for Federal Assistance, seconded by Johnson. Johnson stated this gives us a breakdown of what the City can expect if we actually spend \$1.4m. Motion approving to authorize the Mayor to sign the Application for Federal Assistance is carried. Osborn stated Helms and Associates Professional Agreement for this project is also sent in to Pierre. Pierre evaluates the cost effectiveness of this agreement. Muntean stated to keep in mind that the construction services is on an actual time incurred. If the construction goes quickly and less than what they estimated then we save the money and keep our savings. Bensen moved approval to authorize the Mayor to sign Helms and Associates Professional Agreement for the Hangar Taxilane Improvement project, seconded by Johnson. Motion carried.

An updated Zeller Brothers Construction pay estimate was distributed to the Board to show the correction on retainage from 0% to .005%. Johnson asked how much of a punch list is outstanding. Osborn stated they are pretty much essentially got everything done earlier this week. There are two electrical items and one of them is when they took the electrical box outside away. There was a set of lights underneath there and those lights belong to our PAPI. When they disconnected all of this, we lost our PAPI lights on 17/35. We since gone back and made a change order as this is not part of the original project. This is something that still needs to be completed under change order that is why the Board still sees money left to be paid. Johnson stated but the PAPI's are up and going. Osborn stated that they are. Muntean stated they made a temporary connection right away to keep them up and running, but they still have to do the permanent fix. Chairman Erickson asked if the whole South side is completed. Osborn stated it is and it is also seeded. Johnson moved approval to pay Zeller Brothers Construction PE#9 in the amount of \$40,000 for work completed to date on AIP Project #3-46-0001-28-2008, seconded by Bensen. Motion carried.

Bensen moved approval of lease transfer of Hangar 30, Lease #70 from Kevin and Kurt Weisbeck to William Berg, seconded by Johnson. Bensen asked if this is a standard contract. Osborn stated that it is and it's just a transfer of ownership. Johnson asked if the original date stays and renews on those date. Osborn stated that it does and Berg already has another contract on the field and aware of what's involved in those contracts. Johnson asked if we give covenant on the building so he knows of the proper use of the building and lots. Osborn stated we get the Board approval to make the transfer and then he gets a copy of the lease and he knows what is required as he already has one. Motion approving the transfer of Hangar 30, Lease #70 is carried.

Since the last meeting Osborn received a letter from Kitchen Tune-up. The letter basically stated some of their concerns with flights in and out of Aberdeen. Osborn had been trying to find if there is a representative for us he can visit with Delta. We have not been able to do this with the transfer as they have not listed someone. We have made our concerns known to the Station Manager who is trying to find out from his boss's who would we be talking to as we

want to share this letter with them. At the same time there had been a number of articles in the paper about the possibility of losing one of the flights. Osborn had talked to Bauer, Station Manager and he only has a schedule through August 17th. We have not been informed if there will be a change. Although if one would do a little scheduling around hunting time, the 2:30p and 6:30p flights are gone. There is a 4:35p flight which tells us that it is going to come, but we have not been officially notified. Bensen asked if we are responding to the letter from Kitchen Tune-up. Osborn stated he had talked to the person who wrote the letter personally. Osborn had informed them of where he is at and the problem that he is having. As soon as we get a contact Osborn will forward this on.

Osborn stated a long time ago we had talked about the US Environmental Protection Agency having the Spill Prevention Countermeasure Regulations. This have been constantly been put off. Osborn just recently received a notice and it had been put off again. This will not be evaluated until November 10, 2010.

Osborn informed the Board that the FAA Certification Inspector will be here next Monday and Tuesday. Osborn will let the Board know when the exit on Tuesday will be so they can attend.

At 12:04pm Bensen moved to adjourn to Executive Session, seconded by Johnson.

At 12:06pm the Board went into Executive Session to discuss Hangar 9, Inc contract. At 12:19p the Board moved out of Executive and adjourned the regular meeting at 12:20pm