

**MINUTES**  
**ABERDEEN AIRPORT BOARD**  
**Regular Meeting**  
**January 6, 2022**

**MEMBERS PRESENT:** Carl Perry, Paul Georgoff, Tony Schwan

**MEMBERS ABSENT:** Lon Gellhaus, Mike Erickson

**OTHERS PRESENT:** Rich Krokell, Joe Gaa (City Manager), Mark Hanley, Brooke Edgar (Helms & Associates), Les High (TSA), Marissa Hook (Unifi), Doug Fjeldheim (County Liaison), Rhea Ketterling via Zoom: Alan Johnson, Dani Roeker (Quest Av), Janna Caven (AFS)

Vice Chair Perry called the regular monthly scheduled meeting of the Aberdeen Airport Board to order at 10:30AM on Thursday, January 6<sup>th</sup>, 2022.

**Item #2 Approval of Minutes from the December 9<sup>th</sup>, 2021 Regular Meeting** – Moved by Georgoff, seconded by Schwan. **MOTION CARRIED.**

**Item #3 Adoption of the Agenda** – Moved by Georgoff, seconded by Schwan. **MOTION CARRIED.**

**Item #4 Schedule Next Meeting** – Friday, February 4<sup>th</sup>, 2022 at 10:30AM.

**Old Business:**

**New Business:**

**Item #5 Bills for the Month of December** – Moved approval by Georgoff, seconded by Schwan. **MOTION CARRIED.**

**Item #6 December Financial Report** – Moved approval by Georgoff, seconded by Schwan. **MOTION CARRIED.**

**Item #7 AIP Proj. #3-46-0001-43-2021, Taxiway Geometry Improvements:**

a. Recommendation to pay Helms & Associates Invoice #26 in the amount of \$4,635.49 for Administration and Resident Engineering services – Moved by Schwan, seconded by Georgoff. **MOTION CARRIED.**

b. Recommendation to pay Helms & Associates Invoice #4 in the amount of \$222.05 for Administration and Resident Engineering services on GA Apron – Moved by Georgoff, seconded by Schwan. **MOTION CARRIED.**

c. Recommendation to pay Helms & Associates Invoice #12 in the amount of \$1,324.51 for Phase 1 Design services on GA Apron 56.5% complete – Moved by Georgoff, seconded by Schwan. **MOTION CARRIED.**

**Item #8 Recommendation to pay Helms & Associates Invoice #9 in the amount of \$62.50 for miscellaneous services on SRE Purchase** – FAA quarterly report was completed and submitted. Moved by Georgoff, seconded by Schwan. **MOTION CARRIED.**

**Item #9 Manager's Report (Krokell)**

**Airline Operations 2021:**

**December:** Enplanement is at 55.06%; YTD load factor is at 51.97%.

**December Cancellations and Major Delays:** Total of 28 events; of which are a lot of late equipment. We also had 3 disabled aircraft this month. One is still here, waiting for a crew to ferry.

**Sun Country:** Schedule flight out of ABR on January 17<sup>th</sup>, return flight on January 21<sup>st</sup>.

**2021 Monthly Total Fuel Statistics:** October and November, both are up from last year; 26.64% and 30.85%. YTD is at 17.66%.

**2021 Car Rental:** YTD total sales is at 40.1%.

**Construction, projects, and other notes:**

- AIP #46 – ARPA American Rescue Plan Act: funds are being used for payroll and utilities reimbursement.
- AIP #45 - CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act): Another company who made contact have begun seeking FAA Buy American approval. Xenex Buy American paperwork is currently at the FAA for review and approval.
- AIP #44 - Airport Snow Removal Equipment: MB De-icing Truck estimated delivery is fall of 2022.
- AIP #43 – Taxiway Geometry Corrections: Sharpe is requesting partial release of retainage. Krokkel stated there's seeding to do in the spring and the need to re-evaluate the paint work. Krokkel informed the Board he wants to keep retainage at \$250,000. No action is needed from the Board at this time.
- AIP #41 - CARES Act: \$425,923.17 left to draw down.
- AIP #40 - Taxiway C Reconstruction 2020 project: Airport Engineer working on closed-out report.
- AIP – GA Ramp Project: no update.
- SB162D - \$200,000 marketing grant: no update.
- EAS Docket (Michael Martin): This is now being reviewed by Finance, then it will go to the Asst. Secretary's Office of Aviation (Lawyer) and then the final step is the signature by the Assistant Secretary of Aviation. Martin expects the Order will go public the week of the 17<sup>th</sup> January, 2022.
- 2022 Conflict of Interest Disclosure due at City Hall.
- Infrastructure Bill: This is a 5 year program which will be allocated annually. Allocation will be based on enplanements. Aberdeen is eligible to receive \$1,019,170 for FY22/FY23 which the allocation was based on FY18/19; pre-COVID. FY23/FY24 and beyond will be determined on recent enplanements. The FAA match is 95%.
  
- **Maintenance Report (Hanley)**
  - Weather Events: 6 weather events; had a 12 hours closer on December 16<sup>th</sup>.
  - Part 139 Compliance: installed threshold light on rwy 13 (warrantied on Txy project).
  - Terminal: drywall patching and painting in the hold room; installed new TV for the OPTI sign board.
  - Vehicles/Equipment: Rescue 6 bumper turret cleaned; broom cores replaced on MB1 and MB2; new fitting and battery disconnect installed on Dodge 2500; poly lining installed on snow blower chute.
  - Other: new board for SRE overhead heater; built cutting edge rack; extra 5K wire from the Geometry project sorted and stored.

There being no other business come before the Board, Georgoff moved to adjourn, seconded by Schwan. The meeting adjourned at 10:55AM.

APPROVED BY :  
ABERDEEN AIRPORT BOARD  
*Ronald L. Schwan*  
2-9-22