

**MINUTES**  
**ABERDEEN AIRPORT BOARD**  
**Regular Meeting**  
**March 3<sup>rd</sup>, 2022**

**MEMBERS PRESENT:** Mike Erickson, Tony Schwan and via Zoom: Paul Georgoff

**MEMBERS ABSENT:** Lon Gellhaus, Carl Perry

**OTHERS PRESENT:** Rich Krokkel, Joe Gaa (City Manager), Mark Hanley, Michael Schmit (Helms & Associates), Alan Johnson (Councillor), Rhea Ketterling, via Zoom: Dani Roeker (Quest Aviation), Janna Caven (AFS)

Upon roll call Mike Erickson, Paul Georgoff and Tony Schwan are the members present at the regular scheduled meeting of the Aberdeen Airport Board on Thursday, March 9<sup>th</sup>. Erickson being the senior member present called the regular meeting to order at 10:31AM.

**Item #2 Approval of Minutes from February 9<sup>th</sup>, 2022 Regular Meeting** – Moved by Schwan, seconded by Georgoff. **MOTION CARRIED.**

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

**Item #4 Schedule Next Meeting** – Tuesday, April 12<sup>th</sup>, 2022 at 10:30AM.

**Old Business:**

**New Business:**

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

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

**Item #7 Recommendation to approve SkyWest Lease agreement from March 2022 through February 2025** - Krokkel made minor increases on fees and rental rates to the 2022-2025 agreement. We did not include an escalation clause to this agreement, but will consider in the future. The agreement was sent to SkyWest for review. They made some wording changes to the lease which our City Attorney has accepted. Signed SkyWest agreement is enroute back to us. Moved by Schwan, seconded by Georgoff. **MOTION CARRIED.**

**Item #8 Recommendation to pay Helms & Associates on AIP Proj. #3-46-0001-43-2021:**

a. Invoice #28 in the amount of \$3,712.45 for Administration and Resident Engineering services on Taxiway Geometry Improvements – for work on the as-builts and final construction report; required close-out items. Moved by Schwan, seconded by Georgoff. **MOTION CARRIED.**

b. Invoice #6 in the amount of \$515.02 for Administration services on GA Apron – partial construction - Supplemental Agreement – Moved by Georgoff, seconded by Schwan. **MOTION CARRIED.**

c. Invoice #14 in the amount of \$8,830.08 for Phase 1 Design services on GA Apron 85% complete – waiting on electrical items from DGR on txy F to put radius panels in. Once received, the plan will be submitted to the FAA and will wait for their approval to advertise. The hope is to build this summer, but if funding availability is not available until August/September then we'll wait until next year to start. Moved by Schwan, seconded by Georgoff. **MOTION CARRIED.**

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

**Airline Operations 2022:**

**February:** Enplanement is at 44.42%, Load factor at 64.44% with YTD load factor at 61.79%.

**February Cancellations and Major Delays:** Total of 12 events; 3 weather, 3 maintenance, and 6 other.

**Sun Country:** Upcoming flight out of ABR on May 1<sup>st</sup>, returning on May 5<sup>th</sup>.

**2022 Monthly Total Fuel Statistics:** January is up from last year; 10.14%. YTD is at 10.14%.

**2022 Car Rental:** January total sales is down from last year; -0.4%.

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

- AIP #46 – ARPA American Rescue Plan Act: funds are being utilized for payroll and utilities.
- AIP #45 - CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act): The Buy American on Xenex Company is out for a 30 days Public Comment period.
- AIP #44 - Airport Snow Removal Equipment: De-ice truck still on schedule for delivery for fall of 2022.
- AIP #43 – Taxiway Geometry Corrections: retainage is at \$250,000. Remaining work includes seeding and re-evaluate painting.
- AIP #41 - CARES Act: \$425,923.17 left to draw down.
- AIP #40 - Taxiway C Reconstruction 2020 project: retainage released last month. Airport Engineer is working on the Close-out report.
- AIP – GA Ramp Project: This will be funded by Discretionary funds. FAA will direct us as to when to bid based on funding availability.
- SB162D - \$200,000 marketing grant: met and received proposals from MIDCO Business, CF Digital and ELM Digital-Josh Latterell. All 3 had different type approach and had presented good proposals. ABR staff will meet with Travis (GOED) via Conference call next Thursday at 1:30PM for guidance on submission to proceed.
- Infrastructure Bill (BIL): A 5 year program which will be allocated annually based on enplanements. ABR is eligible to receive \$1,019,170 for FY22/FY23. Waiting for guidance.
- Airport Certification Safety Inspection: Certification Inspector Ken Taira’s on-site visit is on May 23<sup>rd</sup> or 24<sup>th</sup>. Records will be upload via FAA file share.
- SDAMA and Spring Airports Conference in PIR: ABR staff along with the City Manager will meet with Helms on March 22<sup>nd</sup> regarding the Airport CIP. Then on April 5<sup>th</sup>, ABR staff along with Helms will meet with the ADO staff and SDDOT staff to present our CIP. Airports Conference is scheduled on April 6<sup>th</sup> and 7<sup>th</sup>.
- TSA CT80: ABR staff had a conference call with TSA yesterday to discuss the size of the proposed CT80. Being the size of the first proposed bag screener (CT80) would have taken the footprint to the edge of the first door coming into the building, they had proposed to install a smaller CT80. The placement of such machine is still under consideration. The addition will be a good experience for passengers.
- **Maintenance Report (Hanley)**
  - Weather Events: 4 weather events from February 10<sup>th</sup> - March 1<sup>st</sup>; 2 events had freezing rain.
  - Part 139 Compliance: monthly PAPI inspection completed; freeze/thaw issues on AC ramp lighting and txy D location sign – repaired.
  - Terminal: painted front counter area; installed 5 drivers on terminal road street light.
  - Vehicles/Equipment: installed new cores on MB1 & MB2; replaced cutting edges on the Volvo Blade; installed new hub; bearings and seals on MB#2 (had issues on wheel speed sensor); tires rotated on multiple vehicles/equipment; set-up Oshkosh broom and trained new staff and others re-trained; set-up new paint machine and pusher cart.
  - Other: replaced electric heater in the Generator Building; strip and re-sealed shop floors.

There being no other business come before the Board, Schwan moved to adjourn, seconded by Georgoff. The meeting adjourned at 11:01AM.

APPROVED BY:  
ABERDEEN AIRPORT BOARD  
*Donald L. Schwan*  
4.12.22