

MINUTES
ABERDEEN AIRPORT BOARD
Regular Meeting
April 11th, 2023

MEMBERS PRESENT: Carl Perry, Lon Gellhaus, Mike Erickson

MEMBERS ABSENT: Tony Schwan

OTHERS PRESENT: Rich Krokell, Joe Gaa (City Manager), Alan Johnson (City Councilor), Mike Schmit (Helms & Associates), Les High (TSA-STSO), Jeff Catron (Pilot), Tammie Bader & Abby Vogel (HCR), Rhea Ketterling

Chairman Perry called the regular monthly scheduled meeting of the Aberdeen Airport Board to order at 10:33AM on Tuesday, April 11th, 2023.

Item #2 Approval of Minutes from March 10th, 2022 Regular Meeting – Moved by Erickson, seconded by Gellhaus. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Thursday, May 4th

Old Business: None

New Business:

Item #5 SB162 Marketing Grant – 1st quarter Radio and Digital Ad reports was distributed. Bader reported on the Radio side and Vogel on the Digital. Bader stated the ads are being run on equal amounts per station. Additional radio ads are also being run in all the Football and Basketball games. The current radio ad is recorded by Krokell. Vogel went over the Digital report where this quarter it focused more on the display ads instead of SMS. Total site visits was at 1,027 with a click thru rate of .14%. Mobile device is the popular device used. Current display ad is the BLeisure campaign. Councilor Johnson asked to include the Display ad and the script being used on the radio in the next quarter reporting.

Item #6 Bills for the Month of March – Gellhaus moved approval of the bills, seconded by Erickson. **MOTION CARRIED.**

Item #7 March Financial Report – Moved approval by Gellhaus, seconded by Erickson. **MOTION CARRIED.**

Item #8 Recommendation to pay Helms & Associates invoice #14 in the amount of \$6,285.96 for Administration and Resident Engineering services on AIP Proj. #3-46-0001-47-2022, GA Apron Reconstruction – Moved by Erickson, seconded by Gellhaus. **MOTION CARRIED.**

Item #9 Recommendation to pay Helms & Associates invoice #7 in the amount of \$1,996.78 for Design Services 97% complete on AIP Proj. #3-46-0001-48-2022, rwy 13/31 Rehabilitation and Lighting Improvements – 100% billing will come once bidding is complete. Moved by Gellhaus, seconded by Erickson. **MOTION CARRIED.**

Item #10 Recommendation to pay Helms & Associates for miscellaneous services in the amount of \$1,045 as per 2023 Letter of Agreement – for work completed on the RPZ (Runway Protection Zone) Analysis on potential development within the RPZ - rwy 13 end. Helms has submitted the “Sharpie Analysis” to FAA ADO for review. The ADO (Airport District Office) have reviewed the analysis and have sent it on to FAA Headquarter for their review and approval. Instead of doing a full RPZ analysis, a “Sharpie Analysis” was suggested to be completed for the potential Tire Center that is to go up on the corner of Melgaard and Hwy 12 as a portion of the proposed building (Fire pump room) is in the RPZ area. Moved by Erickson, seconded by Gellhaus. **MOTION CARRIED.**

Item #11 Manager's Report (Krokel)

Airline Operations 2023:

March 2023: Total Enplanements is 1,572 down 17.48%; Deplanements down 17.14%; Load factor for the month is 52.82%; 2023YTD load factor is at 56.72%.

March Cancellations and Major Delays: There are 11 total events for the month; 6 are due to weather and 5 are due to maintenance issue.

Sun Country Flight: None scheduled for in the near term.

2023 Monthly Total Fuel Statistics: February 2023-2022 down 15.58% and March 2023-2022 down 2.20%. YTD 2023-2022 down 05.608%

2023 Car Rental: February total sales up from last year; 19.9%.

Construction, projects, and other notes:

- AIP #50 – Rwy 13/31 Rehabilitation and Lighting Improvements: will be based on units of work.
- AIP #49 – Rwy 13/31 Rehab & Lighting Improvements: Due to the blizzard we had last week, the bid opening scheduled for March 25th was cancelled. A new advertisement for bids have been posted for April 7th and the 14th with bid opening date of April 25th at 2:00 PM.
- AIP #48 – Design Services Rwy 13/31 Rehabilitation: Project will close as soon as the Design is complete.
- AIP #47 – GA Apron Ramp Project 2023: Met with Mark Caven, AFS concerning his requirements for a waiver for placement (relocation) of his existing self-service fueling island dispenser. Waiting for good weather to start the project.
- AIP #46 – ARPA American Rescue Plan Act: as of March 10th funds left to draw down is \$401,070.86. Funds are being used for payroll and utilities. Alternating submitting these expenses with CARES every other month.
- AIP #45 - CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act): We will start drawdown of funds for Operations and Maintenance and Payroll.
- AIP #44 - Airport Snow Removal Equipment: Met with MB representative last month regarding the issue with the boom. They are doing a complete re-design of the boom which they have partnered with an Agricultural company to develop a 75' boom. They will work with the Rockford Airport first then with us. The warranty will begin upon acceptance of the re-designed boom. MB's proposed repair package was distributed.
- AIP #43 – Taxiway Geometry Corrections: Project is on hold until May 2023. Liquidated Damages suspended until May 1st.
- AIP #41 - CARES Act: As of February 3rd funds left to draw down is \$268,281.09. Alternating with ARPA grant, submitting payroll and utilities every other month.
- SD162 Marketing: 1st quarter report was distributed.
- Weather Events: Total NOTAM's issued for the month of March is 629. Total snow is at 85". Total costs-to-date for Winter 2022-2023 is \$260,684.64

There being no other business come before the Board, Erickson moved to adjourn, seconded by Gellhaus. The meeting adjourned at 11:20AM.

APPROVED BY:
ABERDEEN AIRPORT BOARD

5-4-23 