

# MINUTES

## ABERDEEN AIRPORT BOARD

### Regular Meeting

### July 9, 2020

**MEMBERS PRESENT:** Lon Gellhaus, Mike Erickson, Carl Perry, Tom Seyer, John Aman

**OTHERS PRESENT:** Rich Krokkel, Mark Hanley, Joe Gaa (City Manager), Mike Schmit (Helms & Associates), Rolf Johnson, Rhea Ketterling, **via Tel-Con:** Alan Johnson

Chairman Gellhaus called the monthly scheduled meeting of the Aberdeen Airport Board to order at 10:36AM on Thursday, July 9<sup>th</sup>, 2020.

**Item #2 Re-organization of the Board** – Moved by Perry to keep Gellhaus and Seyer as Chair and Vice Chair; respectively, seconded by Aman. No other nominations were made. **MOTION CARRIED.**

**Item #3 Approval of Minutes from the June 4<sup>th</sup>, 2020 Regular Meeting** – Moved by Aman, seconded by Perry. **MOTION CARRIED.**

**Item #4 Adoption of the Agenda** – Moved by Perry, seconded by Aman. **MOTION CARRIED.**

**Item #5 Schedule Next Meeting** – Thursday, August 6<sup>th</sup> at 10:30AM, City Council Chambers.

**Old Business:**

**New Business:**

**Item #6 Bills for the Month of June** – Moved payment by Perry, seconded by Seyer. **MOTION CARRIED.** Lifecam is for Krokkel's office computer. The meeting owl is for the Conference Room for our meetings.

**Item #7 June Financial Report** – Moved approval by Perry, seconded by Aman. **MOTION CARRIED.** Kraft rent is paid through 2019. There had been no response from Kraft on the proposed new lease. Krokkel will meet with the City Manager and the City Attorney after the meeting today.

**Item #8 Recommendation to pay Helms & Associates Invoice #23 in the amount of \$4,031.36 on AIP Proj. #3-46-0001-39-2018 Airport Master Plan 94% complete, ALP 91% complete and work on Aerial Approach Survey 96% complete** - Moved by Aman, seconded by Erickson. **MOTION CARRIED.**

Master Plan Chapter 1, 2 and 3 are complete and have been signed off. Edgar (Helms & Associates) is working with the FAA on Chapter 4. We still need to have another meeting (community involvement) to present the ALP and the Master Plan. This meeting will be to show the recommendations and improvements on landside, airside and inside the terminal. This will then be submitted to the MSP Planner to go thru the ALP, make any necessary edits then submit for air spacing and then final approval. The intent is to have another in-person meeting instead of virtual meeting as the first public meeting held was very well attended. Mead & Hunt will have one or two of their representative at this upcoming meeting.

**Item #9 Recommendation to accept and award to Metcalf Archeological Consultants, Inc. to perform the Cultural Resource Inventory and Architectural Recording on AIP Proj. #3-46-0001-39-2018** - Moved by Perry, seconded by Seyer. **MOTION CARRIED.**

The funding is through the AIP project on the MP and ALP. The survey will start Monday. Their plan is to walk the entire airfield and look for any historic items of significance. They will also check any of the structures for any historical significance. The survey is part of the environmental clearance which is good for 10 years. If there's part that is not clear, then we will have to work with the Archeologist, Tribal and the FAA for mitigation. The Geometry project that we have coming up has been cleared environmentally, but if something is found once excavation starts then we'll have to follow through the process.

**Item #10 AIP Proj. #3-46-0001-40-2019, Reconstruction of Taxiway C**

a. **Recommendation to pay Helms & Associates Invoice #21 in the amount of \$30,373.97 for Administration and Resident Engineering services** – Moved by Aman, seconded by Perry. **MOTION CARRIED.**

**b. Recommendation to pay Reede Construction pay estimate #3 in the amount of \$235,923.77 for materials and work completed-to-date on Bid Schedule A and B** – Moved by Perry, seconded by Erickson. **MOTION CARRIED.**

The project is progressing along nicely. We've accepted and kept on file their letter requesting for time extension and monitoring their progress. As of now, they're on target with the 50day closure. The contractors also have been accommodating to the Airport's request on the National Guard flight.

**c. Recommendation to approve CO #2, an increase in contract amount of \$26,254.30** – Moved by Perry, seconded by Erickson. **MOTION CARRIED.**

There's been difficulty on getting the stability of the sub-surface which resulted the need for more of crushed materials. There was also a need to increase the amount of the geogrid material to keep everything from moving. Schmit stated the borings for this project was done with the rwy17/35 project and since then, the subsurface conditions have changed. Geogrid is a great tool to mechanically stabilized soils without having to deal with the time crunch. 50days or less is what we are targeting to avoid the airline to have to do weight restrictions.

**d. Recommendation to accept and award to American Engineering Testing to perform the Quality Assurance for P-501 Cement Concrete and Quality Assurance for P-401 Asphalt** - Moved by Perry, seconded by Aman. **MOTION CARRIED.**

This is a required testing for the pavements. The cost associated is included in the grant. Helms & Associates submitted the proposal to Braun Intertec, Aaron Swan & Associates and American Testing Engineering (AET) on behalf of the Airport. AET is the only one who submitted a proposal.

**Item#11 Recommendation to pay Helms & Associates Invoice #9 in the amount of \$15,641.03 on AIP Proj. #3-46-0001-41-2020 Design stage of Taxiway Geometry Improvements 75% complete** - Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**

Schmit is finishing the plans. We should be able to review and do the redline by the end of next week. We are looking at advertising for bids by the end of July with possible bid opening in mid-August. This project is funded by Supplemental funding which is a 100 percent Federal funds.

**Item#12 Recommendation to approve Engineering Services Letter of Agreement with Helms & Associates for the Purchase of Snow Removal Equipment** - Moved by Aman, seconded by Erickson. **MOTION CARRIED.**

The 1996 rotary plow/snow blower and the 2002 Tyler de-ice truck need to be replace. Krokkel and Hanley had met with a couple of manufacturer's representative this week. As per our FAA meeting this morning, we want to move forward with this before our grant money is available. The de-ice truck is about 4 months out from bid. The rotary plow is about 16 to 18 months from being awarded to completion. Knowing that we will get the AIP funding, we'd like to proceed as if we get started early, we can get the plow for winter of 2021-2022. Krokkel and Hanley already met with Oshkosh. Others that manufacture rotary plow are MB, Wausau, Laru & FortBrand. Schmit stated they will take the manufacturer's equipment specifications and combine them into one and write the specs, so both or all vendors are able to bid. We cannot sole source using Federal money. Schmit will also do our Grant Application, Construction Administration and the Project Close-out report.

**Item #13 Request to Advertise for Engineering Services Proposals for future projects at the Aberdeen Regional Airport as specified in the five-year Capital Improvement Plan** - Moved by Aman, seconded by Erickson. **MOTION CARRIED.**

We have to do an Engineering RFP every 5 to 6 years to work on our behalf. Helms had been our Airport engineer for over 30 years.

**Item #14 Manager's Report (Krokkel)**  
**Airline Operations 2020:**

**June:** Enplanements is down 90.37%, Deplanements down 91.28%, total June Pax Traffic down 90.84%, June Load factor is at 7.76%. Starting July 1<sup>st</sup>, we start back to 2 flights a day. Our morning and night staff are back to their normal shift. The building management system is also back to pre-COVID setting.

**YTD - June:** Enplanements is down 53.58%, Deplanements down 52.08%, Total YTD Pax Traffic down 52.83%. Load factor is at 44.22%.

**May Cancellations and Major Delays – none to report.**

### **2020 Monthly Total Fuel Statistics**

Total May Fuel Sales is down 45.50% compare to May 2019. Total June Fuel Sales is down 42.70% compare to June 2019. YTD is down 10.01%.

**2020 Car Rental – May:** Total May Gross Sales is down 71.3% compare to May 2019. YTD is down 43.6%.

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

- CARES Act Grant – 1<sup>st</sup> request submitted and is being reviewed by SDDOT.
- Car Rental RFP/Lease – will bring back for discussion and possible approval in the August meeting with selection possibly in October. Seyer asked if the City Attorney will make any amendments on the MAG. Krokkel stated this is up to the Board. Seyer stated MAG is something that need to discuss before the lease is finalize as putting a guarantee is a concern. We don't know where air traffic is going and we don't have any control on this. Right now, Avis, Dollar Thrifty and Hertz pay concessions on all their rentals, not just for airport/travel related. If they go off property, this would impact our concessions. Aman stated we can hold a Special Meeting, if needed, after the August meeting to get things finalized. A lot of business are in the verge of bankruptcy. The Board understands that it's a tough time to get into an extended lease with so much uncertainty. The Board requested the City Attorney to be at the meeting in August.
- National Guard – Krokkel met with Major Cody Becker and Sergeant Melissa Weigel. The unit is in Fort Bliss as of yesterday. They are looking at July 25<sup>th</sup>/26<sup>th</sup> to fly the unit into ABR. A parade route has been planned and a gathering at the Guard Center. Regarding the expansion (build a 80x80 cold storage) they requested about a year ago, their budget has been approved. The project anticipated start is Spring of 2021.
- Digital Marketing – Gene Kopetsky, City IT has found a website called OptiSigns and had started the set-up of our Digital Marketing board. Krokkel had reached out to NVC General Manager regarding their sign as they provide the free Wi-Fi in the terminal. The GM is in agreement of having their ad to be stationary on the bottom corner of the screen. The rest of the space, we can sell advertisement for a monthly fee. A 55" TV monitor will be placed in the baggage claim area and 65" TV in the Great Hall. A recommendation was suggested to reach out to local marketing companies, like Max Media to help sell ad space. Seyer moved to authorize Krokkel on moving forward with the digital marketing project, seconded by Perry. **MOTION CARRIED.**
- Current Airport Construction Project meeting is held every other week.
- Triennial Mock Disaster – there were several agencies that would not participate in June. Nader, ACSI was notified of this. We have until August to conduct the exercise, but if a formal extension is needed Nader can grant this. Perry suggested reaching out to Lake Area VoTech, PC or A-TEC for volunteers.
- FAA Annual Compliance Audit – records were submitted via FAA shared file. We have taken one discrepancy for FBO training record. The site inspection has been scheduled and rescheduled a number of times. The tentative site visit is now rescheduled for October. The process of the site visit is different this time; the inspector might not be Nader. The Board hope there's consistency on how the inspection will be conducted.

### **Maintenance Report (Hanley):**

- Self-inspection training completed.
- Fence line repair – used fabric and millings.
- Painted terminal road and air carrier ramp. Paint removal in progress on short hold lines.
- Replaced fire alarm pull box in the Conference Room.
- Ford 2500 – new front brakes, rotors and calipers.
- Serviced closing crosses.
- ARFF Station – installed 12 high bay LED lighting.
- Construction escorts.
- Daily mowing and spraying.

Aman reported there's 3 or 4 light heads up on the 60' pole in the air carrier ramp that are out. Hanley is not aware and will check into this.

The Board welcome Joe Gaa, new City Manager.

There being no other business before the Board, Aman moved to adjourn, seconded by Perry. The meeting adjourned at 11:28AM.

APPROVED BY :  
ABERDEEN AIRPORT BOARD  
*Small J. Seeham*  
8-6-20