

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

September 3, 2020

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

MEMBERS ABSENT: John Aman

OTHERS PRESENT: Rich Krokell, Mark Hanley, Joe Gaa (City Manager), Doug Fjeldheim (Brown County Commissioner), Brooke Edgar and Michael Schmit (Helms & Associates), Rolf Johnson, Rhea Ketterling, **via Tel-Con:** Alan Johnson (Councilor), Dani Roeker (Quest Av)

Chairman Gellhaus called the monthly scheduled meeting of the Aberdeen Airport Board to order at 10:30AM on Thursday, September 6th, 2020.

Item #2 Approval of Minutes from the August 6th, 2020 Regular Meeting – Moved by Perry, seconded by Seyer. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Thursday, October 8th at 10:30AM, City Council Chambers.

Old Business:

New Business:

Item #5 Bills for the Month of August – Moved payment by Erickson, seconded by Perry. **MOTION CARRIED.** Clorox Total 360 electrostatic spray system (fogger) is used in all public areas.

Item #6 August Financial Report – Moved approval by Perry, seconded by Erickson. **MOTION CARRIED.**

Item #7 Recommendation to pay Metcalf Archeological Consultants Invoice in the amount of \$26,306.52 for conducting Cultural Resource survey on 1100 acres of the airport and record all buildings within, on AIP Proj. #3-46-0001-39-2018 Airport Master Plan - Moved by Erickson, seconded by Perry. **MOTION CARRIED.** This bill came in under its original bid of \$39,000. Erickson asked what the findings were. Metcalf is working with the SHPO (State Historical Preservation Offices); they've found a couple of things between Delta and 13/31 that was believe to be just from fill materials, nothing of concern. The other is the Beacon Tower which has historic significance to someone somewhere. If this need to be replace in the future, we'll have to follow protocol. The City Hangar which was believed to have been built in the 50's does not have a historical significance. We are still waiting on the final report of the survey.

Item #8 Recommendation to pay Helms & Associates Invoice #25 in the amount of \$1,171.65 on AIP Proj. #3-46-0001-39-2018 Airport Master Plan 96.5% complete – Moved by Perry, seconded by Erickson. **MOTION CARRIED.**

The staff at Mead & Hunt is now reviewing the Master Plan. A 2nd public meeting will be scheduled in the next month or two. Possible venue is at the ARCC or the Civic Auditorium to allow proper social distancing.

Item #9 AIP Proj. #3-46-0001-40-2019, Reconstruction of Taxiway C

a. Recommendation to pay Helms & Associates Invoice #23 in the amount of \$25,534.50 for Administration and Resident Engineering services – Moved by Erickson, seconded by Seyer. **MOTION CARRIED.**

We had switch the project to Bid Schedule B. Rwy 13/31 is now open. All of south of rwy 13/31; txy C, all the connectors to rwy 17/35, and rwy 17/35 are now closed. The contractor plans on hauling asphalt materials to set up the hot mix plant onsite. Tentatively paving will start mid to third week in September, with 12 days of work.

b. Recommendation to pay Reede Construction pay estimate #5 in the amount of \$377,036.52 for materials and work completed-to-date on Bid Schedule A and B – Moved by Perry, seconded by Erickson. **MOTION CARRIED.**

The area where Bituminous Paving has set-up their asphalt plant will be re-claim after the project is complete.

Item#10 Recommendation to pay Helms & Associates Invoice #11 in the amount of \$23,340.52 on AIP #3-46-0001-41-2020 Taxiway Geometry Improvements; 100% complete on Design Services and 25% complete on Bidding Services – Moved by Seyer, seconded by Erickson. **MOTION CARRIED.**

Bids have been opened and the remaining billing for bidding service will come once the Construction Contract is in place.

Item#11 Recommendation to pay Helms & Associates Invoice #2 per LOA – Assistance on SRE Purchase in the amount of \$2,625 – Moved by Perry, seconded by Erickson. **MOTION CARRIED.**

This covers the engineering services on the bid packet for the Snow Removal Equipment –Snow Blower.

Item #12 Recommendation to “tentatively award” AIP Proj. #3-46-0001-43-2020 Taxiway Geometry Improvements to the lowest bidder Sharpe Enterprises Inc., Fort Pierre, SD in the amount \$2,883,732.03 -

Moved by Perry, seconded by Erickson. **MOTION CARRIED.** Four bids were received: Sharpe Enterprise \$2,883,732.03, Reede Construction \$3,118,963, BX Civil Construction \$3,193,676 and B&B Contracting \$3,286,420.25. Sharpe Enterprise is the low bidder and this project is to start next year. CSPP is one of the bid items that has a significant difference. Engineer’s total estimate for the project is \$3.5M. The FAA has awarded ABR \$5M on Supplemental Grant which is 100% federally funded. This money is to be use for what the application is for. We are working with the ADO to use the remaining funds to include additional concrete work on the GA Apron that is scheduled to be done in the future. More updates to come on this as we work with the ADO. Seyer expressed his concern on low bid in general. Schmit stated Sharpe has done work for the City of Aberdeen on different projects. As for airport work, they’ve done work in Gregory and Pierre and have worked on concrete paving. All the bidders were required to submit a bid bond, performance and payment bonds and have met these and the FAA requirements. The award is tentative as we are waiting on receipt and approval of Sharpe’s DBE Good Faith Effort and the FAA Grant Offer.

Item #13 Discussion of, and possible recommendation to award AIP Proj. #3-46-0001-44-2021 High Speed Rotary Snow Blower – Moved by Perry, seconded by Seyer.

Five bids were received; of the 5, 3 did not meet the minimum bid specs; of the 3, 2 contested. We met with the ADO and found that one of the items we have on the bid was not allowed (air ride seat). The ADO has then given us the choice to reject all bids and start over or purchase from the MNDOT website list of qualified snow removal equipment. We have found that the machine that was submitted by one of the bidders was on this list and we will be purchasing the equipment off the MNDOT contract. The price is a bit more that what the bids came in at, but it’s still less than what we had anticipated based on vendor interviews a couple of months ago. Seyer asked why MNDOT not SDDOT. Edgar stated the SDDOT does not have a current contract (within the last 12 months). The guidance from the City Manager is we need to follow the FAA recommendation; if we want the funding we reject all bids and take the MNDOT equipment list. We had gone through the procurement process no matter what State bids we go through. The City Manager had reviewed this process with the City Attorney and it meets the statute.

Perry moved to reject all bids and proceed with the procurement as recommended, seconded by Erickson who’d asked what the advantage of going through this process versus re-bidding. Krokkel stated we are getting the same machine that we were hoping would have been the low bid. Edgar added the passenger air ride seat was not the make or break deal for the Airport as we don’t need this. Air ride seat is standards on this type of machinery as the cab is large enough to accommodate. **MOTION CARRIED to reject all bids and procure of the MNDOT list with MB Companies, Wisconsin.**

Item #14 Manager’s Report (Krokkel)

Airline Operations 2020:

August: Enplanements is down 46.92%, Deplanements is down 42.23%, total August Pax Traffic is down 44.56%, August Load factor is at 45.09%. We are still continuing to go up. It will take time to go back pre-COVID.

YTD - August: Enplanements is down 53.64%, Deplanements is down 51.92%, and Total YTD Pax Traffic is down 52.78%. YTD Load factor is at 42.66%.

Tentative Schedule - Sun Country – October

August Cancellations and Major Delays – not available at the time of the meeting.

2020 Monthly Total Fuel Statistics - August information not available at the time of the meeting.

2020 Car Rental – July: Total July Gross Sales is down 44.2% compare to July 2019. YTD is down 48%.

Construction, projects, and other notes:

- Airport Snow Removal Equipment – previously discussed.
- Txy C Reconstruction: A tour of the project was offered. Asphalt laying will start next week.
- Airport Master Plan – working on setting up the 2nd/last Public Meeting.
- CARES Act Grant – continuing to submit for reimbursement.
- Car Rentals – Invitation for Bids was posted last week. Vendors have received their packets. Enterprise had reached out to Krokell who was informed that they had taken a different direction and does not know if they are bidding. Kulm from Hertz is retiring. We'll have to wait and see. We have been accommodating and been fair throughout the process.
- SD National Guard – the project manager have been contacted and there's been no update. Project will not start until spring of 2021.
- Mock Disaster Drill – planned for October 22nd. Avera is one of the organization that will participate. Erickson stated to remind volunteers to dress appropriately. Krokell stated in speaking with Nader, since the CRJ is only running at 60% capacity this will reduce the number of volunteers we'll need. Krokell will reach out to BCEM office and the Optimist Club for some props.
- FAA Certification Inspector (Nader) – will be here in April of 2021 to finish the 2020 Certification Inspection for the onsite/airfield inspection which includes ARFF response, concrete/asphalt inspections, sign & marking plan, etc. All of the Part 139 paperwork have been submitted and reviewed. Krokell plans to record the ARFF response during the Triennial exercise and send this to Nader if this can be used to complete The ARFF response part of our inspection.

Maintenance Report (Hanley):

- Completed monthly PAPI inspection, replaced 13 REIL transformer, annual inspection of the Beacon and final round of mowing and spraying
- Replaced DGS Ops room cipher lock, cleaned and troubleshoot TSA AC in IT office, adjusted auto level sensor on the jet bridge.
- Serviced closing X's (e/2 weeks), serviced Dodge 1500 and 2 - JD tractors, replaced idler bearings on JD1585 discharge deck, new coil spring and hydraulic coupler on the Bobcat broom, cleaned LandPride mowers
- Painting on the airfield completed, crack sealing on 17/35, air carrier ramp and terminal road – used 2 pallets of materials, curb stop leak and irrigation leak resolved.

There being no other business before the Board, Erickson moved to adjourn, seconded by Perry. The meeting adjourned at 11:15 AM.

APPROVED BY:
ABERDEEN AIRPORT BOARD
Donald Z. Seaman
10-8-20