

MINUTES

ABERDEEN AIRPORT BOARD

Regular Meeting

October 8, 2020

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

MEMBERS ABSENT:

OTHERS PRESENT: Rich Krokell, Mark Hanley, Joe Gaa (City Manager), Michael Schmit (Helms & Associates), Rhea Ketterling, **via Tel-Con:** Dani Roeker (Quest Av), Janna Caven (AFS)

Chairman Gellhaus called the monthly scheduled meeting of the Aberdeen Airport Board to order at 10:37AM on Thursday, October 8th, 2020.

Item #2 Approval of Minutes from the September 3rd, 2020 Regular Meeting – Moved by Perry, seconded by Aman. **MOTION CARRIED.**

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

Item #4 Schedule Next Meeting – Thursday, November 5th at 10:30AM, City Council Chambers.

Old Business:

New Business:

Item #5 Bills for the Month of September – Moved payment by Perry, seconded by Erickson. **MOTION CARRIED.**

Item #6 September Financial Report – Moved to accept by Erickson, seconded by Aman. **MOTION CARRIED.**

Item #7 Recommendation to pay on AIP Proj. #3-46-0001-39-2018 Airport Master Plan

- a. **Helms & Associates Invoice #26 in the amount of \$2,015.67 Airport Master Plan 97% complete, ALP 91.5% complete and Aerial Approach Survey 96% complete** - Moved by Perry, seconded by Erickson. **MOTION CARRIED.** The 2nd Public Meeting is scheduled at the end of this month. Project close-out is by the end of the year.
- b. **Metcalf Archeological Consultants Invoice #2 in the amount of \$7,954.50** – Moved by Aman, seconded by Perry. **MOTION CARRIED.** Costs for the report writing of the archeological survey completed last month. Conducting the survey of historical and archeological artifacts clears future projects.

Item #8 Recommendation to pay AIP Proj. #3-46-0001-40-2019, Reconstruction of Taxiway C

- a. **Helms & Associates Invoice #24 in the amount of \$35,787.43 for Administration and Resident Engineering services** – Moved by Aman, seconded by Erickson. **MOTION CARRIED.**
- b. **Reede Construction pay estimate #6 in the amount of \$957,173.90 for materials and work completed-to-date on Bid Schedule A and B** – Moved by Perry, seconded by Aman. Krokell stated there are repairs that need to be completed on the asphalt work and this is scheduled to be done tomorrow. This is the second time that the contractor is doing this repair (final lift had more than ¼ inch in the joints). Krokell recommends payment, but to hold the check until satisfactory completion of the repair. Both principal from Reede and Bituminous are aware of this recommendation. Our FAA ADO has also been informed. We hold 10% retainage on this project and it can be reduced to 2x the work remaining towards the end of the project. Perry amended his motion to pay and to release payment contingent upon satisfactory completion of the repair, seconded by Aman. **MOTION CARRIED.**
- c. **American Engineering Testing, Inc. invoice in the amount of \$8,825 for Concrete QA testing** – Moved by Perry, seconded by Aman. **MOTION CARRIED.**

Item #9 Recommendation to pay Helms & Associates Invoice #12 in the amount of \$4,474.49 on AIP #3-46-0001-43-2020 Taxiway Geometry Improvements; Bidding Services 70% complete – Moved by Perry, seconded by Aman. **MOTION CARRIED.** This is a project to start next year and is fully funded by the FAA.

Item #10 Recommendation to pay Helms & Associates Invoice #3 per LOA – Assistance on SRE Purchase in the amount of \$1,945 – Moved by Aman, seconded by Perry. **MOTION CARRIED.** Krokkel stated we are purchasing the Snow Blower off the MN bid list. He will present this to Council on Tuesday for approval to proceed and for City Manager to sign off on the necessary paperwork.

Item #11 Recommendation to pay Helms & Associates, Invoice #1 in the amount of \$7,947.08 for Design services 9% complete on GA Apron Improvements, AIP Project Supplemental Grant - Moved by Seyer, seconded by Perry. **MOTION CARRIED.** At first, the FAA's direction was to do the GA Apron Phase 1 and the Geometry Improvements as one project to compete better nationally for discretionary funding. Then the FAA change direction and had us separate the two project. The Geometry Improvements is fully funded with the Supplemental funding. Krokkel stated ABR was awarded \$5M and the project came in at \$3.5M. We are trying to add onto to the project to use up the full amount of this grant. In talking to the FAA this morning, we will have to bid this as it is more than 25% of the project cost. Schmit added the GA ramp work is similar to the Geometry Project; concrete and grading where unit price can be used. The fastest way he sees on doing this is to Change Order the additional value into the project with Sharpe, but in talking with the FAA they prefer us to put another bid packet to utilize the remaining funds. Krokkel and Schmit will consult with the City Attorney on which procedure to use and how to proceed.

Item #12 Review and possible approval of Car Rental Concessions

In-Terminal: 2 proposals received - AFS dba Hertz for \$15,000 and Scott Meier dba Avis for \$18,000; Off-Terminal: 2 proposals received - AFS dba Dollar Thrifty and Enterprise dba Enterprise. Krokkel along with the City Attorney and the City Manager had a conference call with Enterprise whose plan is to work within the Quest footprint dba Enterprise. They know that they have to conduct business at the FBO, no contract writing at the Terminal, and pick up their customer from the Terminal. Seyer thought the Board's previous discussion on Off-Terminal agreement is that it has to come from the FBO's. Why did Quest not bid? Roeker via phone stated Enterprise had told them that they could make the bid without Quest and that they will work with them in the future providing rental cars through the FBO. The Board is fully in favor of Quest having the Off-Terminal Rental Concessions, but it has to come through them rather than Enterprise. The idea is that the FBO's is the concessionaires on the Off-Terminal. City Manager stated staff had the same thoughts and reviewed the agreements. Our current car rental providers do franchises where Enterprise is a Corporate. Our current agreement with the FBO's allows them to sublease for this type of services. They had a good conversation with Enterprise. Enterprise does a lot of work off airports and thinks this is our advantage to have them on the airport. The City does not see that this is a bid we should reject or not accept and had the same concerns as the Board. Enterprise will have to have an agreement with Quest. Seyer moved approval of the In-Terminal and Off-Terminal Car Concessions bids, seconded by Perry. **MOTION CARRIED.**

Item #13 Masking in Terminal Grand Hall

From a survey taken by Delta passenger, why does ABR not requiring a mask. Krokkel stated the City does not have a mask mandate which is why we do not require this in the Grand Hall. Krokkel asks the Board for guidance. The Board is in consensus of posting signage in the Grand Hall that mask is recommended and to follow 6' distance.

Item #14 Receive and place on file 2019 PFC Audit – moved by Aman, seconded by Perry. **MOTION CARRIED.**

Item #15 Manager's Report (Krokkel)

Airline Operations 2020:

September: Enplanements is down 47.47%, Deplanements is down 45.47%, total September Pax Traffic is down 46.50%, September Load factor is at 39.62%.

YTD - September: Enplanements is down 52.96%, Deplanements is down 51.24%, and Total YTD Pax Traffic is down 52.10%. YTD Load factor is at 42.26%.

September Cancellations and Major Delays – total of 4 events; 1 for mechanical & 3 other.

Confirmed Schedule - Sun Country – October 11 return on the 15th and November 19th return on the 22nd.

2020 Monthly Total Fuel Statistics - August 2020 – 2019 is up 4.65%, September 2020 – 2019 is down 10.01% and YTD 2020 – 2019 is down 8.58%.

2020 Car Rental – August: Total August Gross Sales is up 26.1% compare to August 2019. YTD is down 38.3%.

Construction, projects, and other notes:

- Held 4 meetings on Airport Snow and Ice Control Plan. Invite went out to all tenants and users. Meetings was made available via Zoom. Perry stated it was good information to have as to what goes on with Snow Removal. Krokkel offered a ride-a-long if any of the Board member is interested.
- Attended multiple Virtual Trainings. Since Virtual training have been available the entire department is now Basic ASOS (Airport Safety and Operations Specialist) certified.
- Master Plan – the final public meeting is scheduled for Tuesday, October 27th in the ARCC Auditorium. The room can accommodate 100 seats with the 6' separation (N to S, E to W). The meeting will also be available via Zoom and the notice will also be posted on Facebook. Mailings will also go out next week. For those that will special accommodation, they will need to contact us 10 days before the event. Open House is from 6PM to 8PM with the presentation starting at 6:30PM.

Maintenance Report (Hanley):

- Completed monthly PAPI inspection, SICP training, replaced 2 runway lights on 13/31.
- Sealed sidewalk joints in front of terminal, Angerhofer lifted some panels in front of terminal, concrete repairs in front of terminal and GA apron.
- Installed gel batteries in emergency generator, new master disconnect on Rescue 10, new relay for Rescue 6 bumper turret, hydraulic couplers on JD 6125 tractors, solid deice spreader prepped and is ready to go, on hand are 4 tons of solid deice , 5,000 gallon liquid deicing, and added 40 ton sand.
- Primed terminal light poles.
- Final round of mowing complete.

There being no other business before the Board, Aman moved to adjourn, seconded by Perry. The meeting adjourned at 11:19 AM.

APPROVED BY:
ABERDEEN AIRPORT BOARD
[Signature]
11-5-20