

MINUTES
ABERDEEN AIRPORT BOARD
Regular Meeting
October 8, 2021

MEMBERS PRESENT: Lon Gellhaus, Carl Perry, Tony Schwan, Paul Georgoff

MEMBERS ABSENT: Mike Erickson

OTHERS PRESENT: Rich Krokkel, Mark Hanley, Alan Johnson (City Councilor), Rhea Ketterling

Chairman Gellhaus called the regular monthly scheduled meeting of the Aberdeen Airport Board to order at 10:30AM on Friday, October 8, 2021

Item #2 Approval of Minutes from the September 9th, 2021 Regular Meeting – Moved by Perry, seconded by Georgoff. **MOTION CARRIED.**

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

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

Old Business:

New Business:

Item #5 Bills for the Month of September – vault upgrades done by Eframson is for replacing and installing 3 new cutouts. Moved approval by Perry, seconded by Schwan. **MOTION CARRIED.**

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

Item #7 AIP Proj. #3-46-0001-43-2021, Taxiway Geometry Improvements:

a. Recommendation to pay Helms & Associates Invoice #23 in the amount of \$5,255.55 for Administration and Resident Engineering services – Moved by Perry, seconded by Georgoff. **MOTION CARRIED.**

b. Recommendation to pay Sharpe Enterprises Invoice #5 in the amount of \$49,834.22 for materials and work completed-to-date – Moved by Schwan, seconded by Georgoff. **MOTION CARRIED.**

Item #8 AIP Proj. #3-46-0001-43-2021, Supplemental Agreement – GA Apron partial

a. Recommendation to pay Helms & Associates Invoice #10 in the amount of \$2,649.03 for GA Apron Design services, 45% complete – Moved by Georgoff, seconded by Perry. **MOTION CARRIED.**

b. Recommendation to pay Helms & Associates Invoice #1 in the amount of \$27,258.01 for Administration and Resident Engineering services – Moved by Schwan, seconded by Perry. **MOTION CARRIED.**

c. Recommendation to pay Sharpe Enterprises Invoice #2SA in the amount of \$339,848.15 for materials and work completed-to-date – for work completed on the \$1.5M grant GA Apron; Moved by Perry, seconded by Georgoff. **MOTION CARRIED.**

Item #9 Receive and place on file – 2020 PFC Audit report – every year audit as required by FAA for collecting \$4.50 facility fees. Moved by Perry, seconded by Georgoff. **MOTION CARRIED.**

Item #10 Manager's Report (Krokkel)

Airline Operations 2021:

September: Enplanement is 48.16%. Load factor is at 61.23%, YTD load factor is at 55.65%. The last couple of months, we have had leakage to ATY due to low fares that they are offering. Krokkel added that Greg Atkin is no longer with Skywest.

September Cancellations and Major Delays: There was a total of 15 events of which 4 is due aircraft maintenance and 11 are for other reasons. The late equipment delay is due to the aircraft leaving its originating airport late.

Sun Country: nothing in the near future.

2021 Monthly Total Fuel Statistics: September is up 21.14% from last year. YTD is at 14.50%.

2021 Car Rental – August: YTD total sales is at 32.5%.

Construction, projects, and other notes:

- AIP #46 – ARPA American Rescue Plan Act: no update.
- AIP #45 - CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act): there had been discussions on other options to get the desired robots. This will be discuss with the City Manager and the City Finance Office.
- AIP #44 - Airport Snow Removal Equipment: De-icing Truck estimated delivery is March/April 2022.
- AIP #43 – Taxiway Geometry Corrections: all concrete work has been completed, they will finish pouring the Supplemental portion of the project on Tuesday and Wednesday; Efraimson had all the signage corrected; the pilot plate had been updated; clean up to be done and painting.
- AIP #41 - CARES Act: Continually submitting for reimbursement of payroll and utilities expenses; \$466,879.68 left to draw down.
- AIP #40 - Taxiway C Reconstruction: met with the seeding contractor on October 1st for the warranty seeding; met with Bituminous Paving about the delamination on 17/35 and as recommended by DAPA, they shot a seal coat on October 7th, this will be monitored this winter and had informed airport engineer that we will hold contractor accountable for warranty. Airport staff did some crack sealing on 17/35.
- AIP – GA Ramp Project: no update.
- SB162D - \$200,000 marketing grant: no update
- FBO Leases: There were 3 changes proposed and leases will be in effect January 2022.
- EAS Docket: USDOT Administrator released the RFP for ABR early September and are due on October 27, 2021. Senator Thune’s office is monitoring the RFP process.
- Former Air Kraft Spraying area: once the litigation is done, the City Manager is on board on using about 30,000 sq. feet for ARFF training. Rather than the old terminal lot, this will be the new site for ARFF yearly Live Burn training and for other training that is required of them.
- **Maintenance Report:**
 - Part 139 Compliance: monthly PAPI inspection completed; held 2 SICP meetings; new employee (Kinzler) training completed.
 - Terminal: replaced toilet in men’s restrooms; poured new drain inlet on AC ramp; irrigation done for the season; hung plexiglass for TSA and replaced lights in baggage screen area and holding room.
 - Vehicles/Equipment: repaired Oshkosh starter; due to wind damage replaced door hinges on Dodge 2500; releveled mower decks; replaced antennas on the Ford F150 and one of the JD1585.
 - Other: staff attended virtual ICS for airports; installed circuit board in gate card reader at Quest; re-trained and trained staff on Deice truck; replaced 2 butterfly valves in Deice truck; deice fluid on hand is estimated at 5,000 gallon and an order for 4,400 gallon was placed and will be delivered October 18th, an order of solid deicer was also placed. Suppliers are saying possibility of shortage in deicing. In the past, we also had season price guaranteed, but now they are only guaranteeing price for 15 days.

Councilor Johnson asked if there’s an SOP’s for new employees. Hanley stated this is something the he and Krokkel had started developing 6 months ago. There had developed 5 SOP’s and has few more to do. Perry suggested for future, putting the SOP’s online.

There being no other business come before the Board, Perry moved to adjourn, seconded by Georgoff. The meeting adjourned at 11:07AM.

APPROVED BY :
ABERDEEN AIRPORT BOARD
