

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
August 9, 2012

MEMBERS PRESENT: Mike Erickson, Rolf Johnson, Dr. Kennon Broadhurst, Lon Gellhaus, Steve Kaiser

MEMBERS ABSENT:

OTHERS PRESENT: Mike Wilson, Gary Dahlerup, Karyna Broadhurst, Kevin Braun, John Aman, Daryl Shook, Sam Muntean, Jeff Bahr, Morgan Beving, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:31 am on Thursday, August 9, 2012.

Item #2 = Motion to take from the table = Re-organization of the Board – Moved by Johnson, seconded by Broadhurst. **MOTION CARRIED.**

Item #3 = Re-organization of the Board - Johnson moved to nominate Erickson for Chairman, seconded by Kaiser. **MOTION CARRIED.**

Kaiser moved to nominate Johnson as Vice Chair, seconded by Gellhaus. **MOTION CARRIED.**

Item #4 = Approval of minutes from the July 3, 2012 - Broadhurst moved approval of the minutes with corrections, seconded by Gellhaus. **MOTION CARRIED.**

Item #5 – Broadhurst moved the adoption of the agenda, seconded by Kaiser. **MOTION CARRIED.**

Item #6 – Next meeting is scheduled for Thursday, September 6, 2012. Wilson stated that October meeting will have to be rescheduled because of the SDML that is scheduled during the week of the Board meeting.

Old Business: None

New Business:

Item #7 Bills – An updated bill list was distributed. Broadhurst moved approval of the bills for the month of July, seconded by Kaiser. Broadhurst asked about the 22 ton jack purchased, the wizard that was replaced, and the Airport ad placed with the Aberdeen Booster Club. Kaiser asked if the KELO ad was for the month. Wilson stated the jack that had been broken and we needed a bigger one for when we work on the fire trucks and larger equipment. The wizard is for the automatic doors. This is the last of the original ones to be replaced. All the doors now have new wizards. As for the Aberdeen Booster Club, we had placed an ad in the Central Sports Program which reaches about 4,000 people. Wilson stated the KELO ad ran from June 25th through July 29th. **MOTION CARRIED approving the bills.**

Item #8 = Financial Report – Broadhurst moved to accept the financial report for July, seconded by Johnson. Broadhurst asked when the bills are sent out. It was reported that it goes out between the 1st to the 10th of the month. Broadhurst asked about the fuel commission as there is one payment received this month, what about the others. Is there a due date in the FBO lease agreement for fuel commission to be paid? We have to look at the lease if there is. Braun stated their report is due on the 10th of the month. It was reported that the Quest fuel commission came in this month. **MOTION CARRIED accepting the financial report for the month.**

Item #9 – Helms and Associates:

9a: Recommendation to pay PE #2 for AIP Proj. 3-46-0001-32-2012 Terminal Renovations – Design Phase 100% complete in the amount of \$28,695.72 – Moved by Broadhurst, seconded by Gellhaus. Kaiser asked will there be more bills coming for this project. Muntean stated there will be Engineering services just like any other projects that they work on. **MOTION CARRIED.**

9b: Recommendation to pay PE #11 for AIP Proj. #3-46-0001-32-2012 Ag Sprayer Taxiway, Construction Admin/Resident Engineering Servs in the amount of \$4,375.06 – Moved by Johnson, seconded by Broadhurst. MOTION CARRIED.

Item #10 – Recommendation to tentatively award AIP Proj. #3-46-0001-32-2012 Terminal Renovations to JDH Construction, Inc. – Broadhurst move to Tentative award for AIP Proj #3-46-0001-32-2012, is made to JDH Construction of Aberdeen, SD in the amount of \$594,300 pending SDDOT approval and receipt of the FAA grant offer, seconded by Gellhaus. There were four bidders on this project Zeller at 668,660, Quest Construction at \$672,900, Huff Construction at 679,845 and JDH at \$594,300 the lowest bid. Broadhurst asked about the Good Faith Effort on DBE goal by JDH. Muntean stated the company provided documentation of the DBE companies that were contacted. Their first contact is either by email or fax and then followed up on later by a phone call. Muntean added most DBE companies do not do building work and if there are any, they probably did not bid as they are already busy. Broadhurst asked if he can get a copy of the list of these DBE companies. It was stated that he can get this after the meeting. Muntean also gave the web address of where to get the list of DBE companies ;sddot.com/business/contractors/docs/DBEDirectory.pdf. Wilson went over the phases of the construction. Phase 1 is the baggage claim, building out the building 18' and moving the fence. Phase 2 will be moving the security equipment into the old observation room and working on the hold room. Phase 3 will involve the move of the security equipment into the final location and touching up the remaining areas. Kaiser asked if the main lobby will be impacted. Wilson stated the main lobby will stay open. The project is expected to be completed by April. Braun asked if there is a reason we are doing this project now. Is it because of funding? Can we wait to start after hunting season or after the holidays since it is an inside work? Wilson stated either way we will run into a season that will be busy. We also have to have our grant application in sooner than the 15th of this month. Wilson stated last month we had until the 15th of August, but FAA wanted this sooner. Erickson asked if there will be a picture displayed in the terminal of the phases of the project. Muntean stated there will be colored picture display when we start the project. Erickson stated this will help the public understand the phases of the remodel. **MOTION CARRIED to tentatively award Terminal Renovations project to JDH Construction.**

Item #11 – Lien Transportation: Ag Sprayer Taxiway AIP Proj. #3-46-0001-31-2011

11a: Recommendation to accept Change Order #1 decreasing contract in the amount of \$38,990.85 – Moved by Broadhurst, seconded by Johnson. This change order is adjusting the quantities to the constructed total and adding a marking removal on Taxiway D. Broadhurst asked about the pavement marking removal. Wilson stated there were some old edge markings that we had to obliterate. **MOTION CARRIED accepting the decrease in Change Order**

11b: Recommendation to pay PE #6 for materials and work completed to date in the amount \$51,099.64 – Moved by Kaiser, seconded by Gellhaus. Remaining amount to pay in this project is retainage and the pavement removal that was approved in the change order. Final inspection has been done on this project and there were items in the punchlist that needed to be completed before the final payment could be made. **MOTION CARRIED to pay PE #6.**

Item #12 – Recommendation to pay UPCI PE #8-Final in the amount of \$5,000 for AIP Project #3-46-0001-30-2010 GA Apron Expansion – Moved by Gellhaus, seconded by Broadhurst. The amount is for retainage that we held to make sure that the grass grew. We did another inspection and it looks like the grass is growing so we can now release the retainage on this project. There is about \$40,000 that we can recoup from this project. **MOTION CARRIED**

Item #13 – Recommendation of Lease Transfer from Mike Sommers to Morgan Beving for Lease #56, Hangar #20 – Moved by Gellhaus, seconded by Broadhurst. Broadhurst asked about the item that was previously approved for Beving to build a hangar. Should something be done with this? Wilson stated we will act on this next month. For now, we will take action on the transfer of the lease as Beving already bought the hangar from Sommers. **MOTION CARRIED transferring Lease #56 to Beving from Sommers.**

Item #14 - Airport Manager's Report

14a: ADO Changes – Wilson stated Tom Schauer is no longer with FAA BIS ADO. He accepted a position with an engineering firm in Bismarck.

14b: FAA Grant Application – Wilson stated the Grant Application was on the City Council agenda last week. Our application had been submitted already. The grant is for the Engineering services for the Ag Taxiway, the

Hangar 9 Access Road, Engineering and construction of Terminal Renovation, GIS Approach and EA for the Runway decouple.

Fuel Tax Fund - The GA Road work will start August 15th and will take about 3 weeks. B&B will be doing the work. There were millings done this week because the milling machine was available. Wright and Sudlow will look at the concrete work near the storm sewers on the road sometime next week. Wilson added he found out this week that the \$100,000 we returned to our Fuel Tax Fund for the EA was not put back into the Fuel Tax Fund. Instead it was put back into the General Aviation account which is not our money. The funds were put back into this account because they were incorrectly coded when given to the City and they were never removed from our account. Wilson stated this upsets him as now the project he is planning will have to wait since the person did not tell him what happened until a couple days ago when Wilson started asking questions. Should he had known this when the error was corrected, he would have planned differently. Now we will have to wait on moving the old Beving hangar or he would have to ask the City for funding. Wilson stated he had email the person's boss and within 3 minutes Wilson received a call. Her boss did not even know about this until Wilson's email.

Wilson stated with the State DOT, Jon Becker is leaving the State Aeronautics Division and will be moving to Traffic Safety department. His last day with DOT Aeronautics Division is August 9th.

14c: 2013 Air Show – John Aman is the new Chair for the Air Show Committee. The Air Show is set for August 25th and the Car Show is on the 24th. Aman stated to Kaiser, he expects advertisement for the Air Show. Wilson stated we will not be using the cattle panels next year as this is not required by TSA. We will rope the areas instead and will have people watch the areas.

14d: Weekend Cleaning Services – Wilson stated we have a contract for a year for cleaning services with VanMeter Facility Maintenance for \$455 a month. When we advertised the service we did not receive any bids. Wilson contacted some cleaning companies and received two bids and VanMeter was the low bidder. Our staff weekend schedule was not working out and the cleaning was not being performed all that great. With the cleaning service, the terminal should be clean during the weekend and we have staff that does the cleaning during the week.

Item #15 - OTHER:

15a: Ag Sprayer Hangar – Johnson asked what will happen with moving the Ag Sprayer hangar. Wilson stated we will have to wait depending on fund.

15b: Parking Lot - Johnson stated there is a massive crack in the parking lot. Wilson stated he was not aware of this and will look into it.

15c: Flower planter - Kaiser asked what the possibility of getting another planter is. It had been discussed before of having three planters. We have two up now. When can we have the third? Wilson stated we had planted twice this year as the first planting of flowers was not successful. We also transplanted some of our perennials into the flower planters. Hopefully this will come back next year.

The meeting adjourned at 12:41 pm.