

**MINUTES**  
**ABERDEEN REGIONAL AIRPORT BOARD**  
**Regular Meeting**  
**February 7, 2013**

**MEMBERS PRESENT:** Mike Erickson, Rolf Johnson, Steve Kaiser, Lon Gellhaus

**MEMBERS ABSENT:** Dr. Kennon Broadhurst

**OTHERS PRESENT:** Mike Wilson, Bob King, Terry Helms, Kevin Braun, Jeff Mitchell, Scott Waltman, Mike Schmit, John Aman, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:00 am on Thursday, February 7, 2013.

**Item #2 - Approval of minutes from January 3, 2013 meeting** – Johnson moved approval, seconded by Gellhaus. **MOTION CARRIED.**

**Item #3 Adoption of the agenda** – Gellhaus moved to adopt the revised agenda, seconded by Johnson. **MOTION CARRIED.**

**Item #4** – Next meeting is scheduled for Thursday, March 7, 2013.

**Old Business: None**

**New Business:**

**Item #5 Bills** – An updated bill list was distributed. Johnson moved approval to pay the bills for the month of January, seconded by Gellhaus. Johnson stated they charge for core on steering gear now, but it also gets credited for the return. Kaiser asked about Siemens. Wilson stated this is cover under the AIP grant, for TSA equipment calibration. He does have something in writing from the FAA that this is reimbursable. Kaiser questioned the cost of paper towels. Wilson stated this is a year's supply. Erickson asked about the MB Companies. Wilson stated the wafers are the broom bristles for the big MB broom. **MOTION CARRIED approving the bills.**

**Item #6 Financial Report** – Johnson moved to accept the updated financial report for the month of January, seconded by Gellhaus. Wilson stated the addition was the entries on the 23<sup>rd</sup>. **MOTION CARRIED approving the financial report.**

**Item #7 Helms and Associates:**

**7a: Recommendation to pay invoice #6 in the amount of \$1,462.60 Construction Admin. and Resident Engineering Services for AIP Proj. #3-46-0001-32-2012 Airport Terminal Renovations** – Kaiser moved approval to pay, seconded by Gellhaus. Wilson stated this is for meetings and general oversight on the terminal remodel project. **MOTION CARRIED to pay invoice #6.**

**7b: Recommendation to pay invoice #2 in the amount of \$8,085.25 for AIP Proj. #3-46-0001-33-2013 Wetland Removal and Storm Water Improvement, 5% complete** – Gellhaus moved approval to pay, seconded by Kaiser. Wilson stated this is also for meetings, correspondence and preliminary design. We had a meeting with the Corps of Engineer, Fish and Wildlife, Sayer and Helms. A current map of the wetland delineation was presented to the Board. There will be 54.5 acres of wetland that we will be removing. We talked about having a meeting before the end of January and this did not happen. We are now looking at March 21<sup>st</sup>. This will give us more time to get more details put together. In the preliminary talk, there is a lot more information needed before we can have a public meeting like the amount of water that we will be pushing off the Airport and the sites. There is also a different type of modeling the Corps of Engineer wants us to do; to see what the actual usability of the wetlands is. **MOTION CARRIED to pay invoice #2.**

**Item #8 Recommendation to pay JDH Construction payment application #5 in the amount of \$35,150.40 for work completed thru January 25<sup>th</sup>** – Gellhaus moved approval to pay, seconded by Johnson. Wilson stated most of

the work on the inside of the building is done. The baggage claim/conveyor will start to get installed February 18<sup>th</sup>. This work will take a couple of weeks. There will be three separate conveyors feeding on to the loop when this work is done. There is still outside work left to do. The floor had also been sealed to try to help with scratches. They had put 3 coats of sealant. Erickson asked what the major cost left on the electrical work that needs to be done. Wilson stated this will be for the conveyor system to be installed. **MOTION CARRIED to pay payment application #5.**

**Item #9 Recommendation to approve Lease #76, J & J Properties** – Gellhaus moved approval of Lease #76, seconded by Kaiser. Johnson asked Aman if additional time is needed since he has not started construction. Aman stated he does not know what the effective date of the lease is. The proposed construction would be once the ground thaws. Wilson stated we wanted this to get approved now. We will get it signed once Aman is ready to start and we have the firm details on how big the approach would be to the building so we can factor that square footage in. That is why the square footages are blank. The hangar is going to be 50' x 60'. Erickson asked who else is involved in J & J. Aman stated his wife. **MOTION CARRIED approving the proposed lease.**

**Item #10 Non-Federal Reimbursable Agreement between the DOT/FAA and the City of Aberdeen to support Sponsor's planned project to decouple Rwy 13/31 and 17/35**

**10a: Recommendation to accept the Agreement between the DOT/FAA and the City of Aberdeen** – Kaiser asked what is Non-Federal. Wilson stated we are Non-Federal. We did one of this last year for some preliminary engineering work by the FAA. Whenever FAA's office that works on NAVAIDS looks at the engineering side of things they make the airports pay them ahead of time. They will do the work, draw down the balance and once they are completed with it we can put in for reimbursement. So, this is reimbursable at 90% Federal, 5% State. Wilson stated FAA gave him this agreement May or June of last year and expected payment within 45 days of approving it. Wilson informed them that this is an issue for us as we do not have this in our budget. This item is budgeted for this year. Kaiser moved adoption of the agreement, seconded by Johnson. Wilson added they will be replacing VASI's (Visual Approach Slope Indicator) with PAPI's (Precision Approach Path Indicator). PAPI's are maintained by airports where VASI's are maintained by the FAA. The FAA does not have a lot of VASI's out there. We have 3 sets that we maintained and 1 set of VASI's that the FAA maintains. It really makes no sense for them to continue maintaining 1 set of lights for landing. Wilson is fine taking over on having PAPI's on the one. It also looks at the move for the ILS (Instrument Landing System) and all the different components they are looking at moving. Wilson had an issue with this initially when he had asked them about the outer and the middle marker and they said that they are being decommissioned. Wilson did not care for this as it will impact our minimums. They came back and said that the outer marker will remain, but they will decommission the middle marker. FAA is not doing any physical work out there; this will just be for the engineering side. Erickson stated we have to pay upfront to move their equipment. Wilson stated we pay upfront to look at moving the equipment and then they will reimburse us and then we will pay to actually move the equipment. Kaiser asked what the schedule is for 2014. Wilson stated in 2014 it would be Phase 1 of the project. 2013 we would start on the wetland filling and then finished up in early 2014 and then get the grant for the runway work. Kaiser asked how much impact might this have on our passenger service. Wilson stated we will schedule the project so both runways are not closed at the same time. Terry Helms stated once the safety plan is developed, we would know more of the sequence. Helms added that each time they rebuilt our runways that we had never missed a flight because of the construction and he does not expect this to happen this time. **MOTION CARRIED accepting the Non-Federal Reimbursable Agreement.**

**10b: Recommendation to pay FAA in the amount of \$182,886.11 for Engineering services for the planned project** – Kaiser moved approval for pay, seconded by Gellhaus. Wilson stated if the money is not all spent, we do get it back. **MOTION CARRIED.**

**Item #11 Airport Manager's Report**

**11a: Terminal Remodel** – The belt installation is coming in on the 18<sup>th</sup> this month. Vosika did put the fence up outside. Once the belt is installed, we will go through and remove the temporary fence. The airline will then be able to operate without airport staff unlocking the gate.

**11b: Military Leave** - Wilson stated he will not be here for the March meeting. He will have access to email if anyone needs anything or call the cell. He will answer his email or return call as soon as he is able.

**11c: SD Annual Airport Conference March 26<sup>th</sup> – 28<sup>th</sup>, Chamberlain, SD** – Wilson stated if anyone is interested in going to let us know. The sponsor meeting is scheduled for the 26<sup>th</sup> of March. Johnson asked if there is an agenda. Wilson stated they do not have an agenda right now. They just had items that they would be talking about.

**11d: Great Lakes Region Passenger Report** – This was included in the packet. The information is given to us periodically. The report is for year end of September 2012 compared to September 2011. Johnson asked is the information relevant. Wilson stated yes. It's the same twelve months period. Johnson asked do we have the same type of plane in that twelve month period. Wilson stated with that we have to wait one more year for that relevant data as last year we had more seats. Johnson stated even though we are up 2%. Wilson added the information given in this report will not match Airport data as they have different reporting mechanism. Johnson asked what is Fared Average Yield is. Wilson stated it's the average seat miles. Wilson added the Board can see what the oil boom is doing to Airports in North Dakota like Dickinson, Williston, Minot and Bismarck. This is causing issues in funding too as they are needing a lot more funding as they are needing to expand terminals and runways. Kaiser asked if this is affecting our funding. Wilson stated it hasn't yet and they said it won't because all airports compete nationally on priorities. Wilson thinks it still could affect us.

**11e: Snow Removal** – Wilson stated he had issues with our last snow removal. Overall, the employees did well on the actual snow removal. They just did not do that great on getting NOTAM's out that Wilson would have liked to have seen and doing inspections more often. Some of the issues that Wilson had were the MU readings were not updated on the NOTAM system, so a pilot coming in would think that the runways are in perfect conditions and they weren't. Wilson had discussed this with staff and he will have another meeting on his issues with snow removal. Wilson asked Braun from Quest if he had any problems. Braun stated he thought that it went quite well working with it. Erickson asked if we had trouble with ice on breaking action. Wilson stated yes on Monday night. The friction values were at 15 to 18 and we need 20 for the runway to be open. This is the MU reading that was not put out. SkyWest tried coming in and ended up circling for about half an hour. We were not able to get the values up and they ended up diverting to Bismarck and came in the next morning. They would have not dispatched the aircraft from Minneapolis had they known the friction values. This is one of the big issues that Wilson had with this snow removal.

**11f: Delta De-Icing Truck** – Wilson stated the Airline Station Manager cannot be here and is not allowed to talk to the media. This has to go through Delta Media Communications. This is what we know on the breakdown of the de-icing truck breakdown. On Saturday, the flight came in and they went to turn it to get the flight out. The rear engine on the truck blew. This engine runs the pump for the fluid and runs the heater in the tank. Wilson received the call at 6:30pm. The next day is when they finally got the aircraft out around 11:30am. Delta staff actually chipped off ice off the plane to get this flight out. They tried to get the FedEx de-icer from Quest and this too had some issues. The truck was brought into a repair shop Monday morning. The engine was blown and they had to replace the whole engine. This is still in the process of being repaired. It should be done by the end of this week. They dispatch the truck from Omaha on Tuesday morning, but it did not leave until 10:00am and it was over height so it could not drive at night. This took two days to get here. We did have a few cancelled flights during this period. We fielded a lot of complaints on it. The FBO's got a lot of phone calls on this too. There had been reports out there, like the one that Wilson heard on the radio this morning that it's the Airport's de-ice truck. Wilson stated this is not the case; it is the Airline's de-ice truck. We do not own this equipment and we never have this equipment. Typically it would be the airlines or FBO's that would have the de-icing equipment. Delta worked hard to re-accommodate passengers. They took buses from and to Minneapolis. Delta tried to do what they can on this. They did not just sit back. From what Wilson understand, Delta has to come up with a Contingency Plan. They should have something in place within 8 to 12 hours that they could have get a replacement from somewhere that is suitable. A station this size, they are will not have a second truck just sitting that probably cost around \$200,000. Johnson asked why they used a load wide to haul it, why not just drive it. Aman thought it might be because of the boom. Wilson stated he is not sure. Is it a registered vehicle? It also probably runs on AV gas. They also only drive it a 100 yards at the time. Gellhaus asked could they do a contingency plan with FedEx. Wilson stated it would not have worked this time as FedEx de-icer was down too. Braun from Quest stated they have never been contacted by Delta to do de-icing. The only time Quest is contacted is when something on the plane breaks down. There are certification and training that goes with doing de-icing. Wilson stated Delta now has a task force to look at their Contingency Plan. Kaiser asked do we have any idea how many passengers are affected by this. Wilson stated there were 2 flights that got out during this period, so it is probably about 200 to 300 passengers. Kaiser stated this certainly does not look good for the Airport. Wilson stated he kept the City Manager and the Mayor informed on this. They agreed that the City will not buy a de-icing truck to sit on the ramp as back-up. We did the best we could on this situation. Kaiser asked do we want to urge Delta to look at this issue more heavily through a formal letter from the Airport. Johnson stated from a mechanical aspect the odds of blowing the engine on the back end are odd. There is probably one or two of these nationwide. Wilson stated from his understanding this was just maintained the Thursday prior too. Kaiser asked for Wilson to write a letter to Delta regarding their Contingency Plan. Gellhaus agreed that it would be a good idea to write the letter urging them to have a Contingency Plan in place, so we do not have to wait 4 days.

**Item #12 Other Items:**

Kaiser stated he would like to discuss planter next month.

Johnson asked is there anything new on Senate bill 224. Wilson stated the State (Kevin Twite) came up with this bill. Johnson stated what he saw is that it has a local sponsor for a Senator. Wilson stated there were things he put in, but he did not know about it until he read the bill. What they are trying to do is to resemble the Federal Regulations. The big one Wilson had issues with is for Obstruction Evaluation Air Space Analysis. Now, they finally mirror the language. The one for Aircraft owner and pilots, they are increasing the registration fees. The fees weren't huge. It's more to cover their cost and try to get some more money into the Aviation Trust Fund because they are going to deplete it now that the FAA went to 90% funding and the State is at 5% on airports projects. They are trying to build this fund back up so they do not drop the airport's State funding to 2% or 3%. They will discuss this at the Airport Conference, SDML Airport Manager's Association. They were thinking of looking at other States that has the highest number of aircraft registration and try to mirror something that they have. Wilson added he knows that there are aircraft owners that are here and their aircraft is registered in another State because they have better fees.

Gellhaus moved to adjourn, seconded by Kaiser. The meeting adjourned at 11:50am.