

MINUTES
ABERDEEN REGIONAL AIRPORT BOARD
Regular Meeting
March 7, 2013

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

MEMBERS ABSENT:

OTHERS PRESENT: Bob King, Terry Helms, Lynn Lander, Bob Gruman, Kevin Braun, Ron Erickson, Drew Johnson, Gary Dahlerup, Mike Wiese, Daryl Shook, Jeff Bahr, Adam Altman, Gary Christiansen, Jeff Mitchell, Rhea Ketterling

Chairman Erickson called the regular scheduled meeting of the Aberdeen Regional Airport Board to order at 11:35 am on Thursday, March 7, 2013.

Item #2 - Approval of minutes from February 7, 2013 meeting – Kaiser moved approval, seconded by Johnson. **MOTION CARRIED.**

Item #3 Adoption of the agenda – Gellhaus moved adoption of the agenda, seconded by Broadhurst. **MOTION CARRIED.**

Item #4 – Next meeting is scheduled for Thursday, April 4th.

Old Business:

Item #5 – A Public meeting for the presentation of the Storm Water Management Alternatives associated with the Wetland removal project at the Aberdeen Regional Airport will be held on March 21st at 6:00pm in the Community Room of the Aberdeen Public Safety Building located at 114 - 2nd Ave SE – Drew Johnson representing Jobee Acres asked what is the plan for the meeting as far as what they will be seeing there and what they can present at the meeting. Terry Helms, Helms and Associates stated at the meeting they will explain all the options that had been reviewed or explored and the recommendation to what direction where we should take the water and how we are going to dispose of it. Several meetings with Jobee Acres with Drew Johnson as the representative, Helms stated he will say again the opportunity to visit with us one on one will always be there. For Helms to explain what HDR's recommendation at this time, he is not aware of all the information as of yet. This will be explained at this meeting (March 21st). Helms thinks 3 to 4 weeks after this, whatever time the Jobee Acres group want to meet with us, we are open for this. The other thing Helms would like to say and which had been discussed before is that certainly the City and the Airport would want to work with Jobee Acres if there is a benefit to the development; like upsizing a pipe, we will let the organization know what the cost share would be. Rest assured because of the EA (Environmental Assessment), we cannot place more water on to their property than what has been going there. We have to control the flow rate off the Airport. If there is something that would assist Jobee Acres, Helms stated we will explore the cost and maybe the City/Airport and Jobee can work together. Drew Johnson asked Helms for explanation on the number of acres of wetland we will be eliminating, as the EA states in one place 44 acres and in another 54 or 55 acres. Does this include the 2 wetlands that do affect the Jobee Acres property? Helms stated he does not know which two Drew Johnson thinks affect the Jobee Acres property, but it affects every wetland in the Airport. Drew Johnson asked when we say eliminate them, does this mean that it will be filled. Helms stated this is correct. Is this going to be discussed at the meeting on the 21st? Helms stated yes, not per se the filling of the wetlands. This is Core 404 permit issue. But, we understand that we have 'X' c.f.s (cubic feet per second) leaving the Airport currently that we cannot discharge any faster. We also know how many cubic/acre feet of storage we need to have on the Airport on a temporary basis to accommodate the volume that is taken out. This is the Airport's responsibility to not impact any of their neighbors in a negative way. Drew Johnson stated it is just their need to have the information about where they are going on March 21st maybe meeting before or after the meeting. He will see what the people from Jobee want. Kaiser stated Helms should explain why we are taking this project on. Helms stated it is a Wildlife Mitigation issue. Drew Johnson asked if the grant had been allocated for this project. Helms stated no. Drew Johnson asked how long would this take. Helms stated right now the anticipation is that we would

like to have the construction bids open prior to September 15th. We are anticipating some discretionary funds coming out of FAA. Typically, they will let us know how many dollars they have in August. They require the project that the bids are opened and contract awarded prior to the grant. Right now we are trying to move as fast as we can through the 404 process. Construction would probably start next spring because of the timeliness of the grant. Erickson added that we will also need some land to mitigate to. Lander, City Manager added that we really cannot start the mitigation process until the snow is gone.

New Business:

Item #6 Bills – An updated bill list was distributed. Johnson moved approval to pay the bills for the month of February, seconded by Kaiser. TV purchased is for the main terminal. **MOTION CARRIED approving the bills.**

Item #7 Financial Report – Johnson moved to accept the financial report for the month of February, seconded by Gellhaus. **MOTION CARRIED.**

Item #8 Helms and Associates:

8a: Recommendation to pay invoice #4 in the amount of \$3,489.32 for AIP Proj. #3-46-0001-32-2012 Airport Approach Survey, 45% complete – Gellhaus moved approval to pay, seconded by Broadhurst. **MOTION CARRIED to pay invoice #4.**

8b: Recommendation to pay invoice #7 in the amount of \$1,259.85 Construction Admin. and Resident Engineering Services for AIP Proj. #3-46-0001-32-2012 Airport Terminal Renovations – Kaiser moved approval to pay, seconded by Broadhurst. **MOTION CARRIED to pay invoice #7.**

8c: Recommendation to pay invoice #3 in the amount of \$12,936.40 for AIP Proj. #3-46-0001-33-2013 Wetland Removal and Strom Water Improvement, 9% complete – Gellhaus moved approval to pay, seconded by Broadhurst. **MOTION CARRIED to pay invoice #3.**

Item #9 Recommendation to pay JDH Construction payment application #6 in the amount of \$57,769.20 for work completed thru February 25th – Kaiser moved approval to pay, seconded by Gellhaus. King stated the conveyor staff did show up on March 4th and they are in the process of putting the conveyor in. Right now, we are back outside for baggage claim. We are hoping that March 11th that this will be completed. As for the asphalt, we have to wait for the weather. Johnson asked about the \$2,800 balance for doors and frame. It was reported that the door/frame is for the back door. Erickson asked what is left in the terminal other than the baggage claim. Helms stated the retaining wall for the ramp, the asphalt work and the fence. King stated the retaining wall will start on March 18th. Johnson asked how the laminate floor holding up. King stated pretty well. He has no complaint. Kaiser stated there is no way that we can do baggage inside until the 11th. King stated this is correct. **MOTION CARRIED to pay payment application #6.**

Item #10 State of SD Hwy 12 Project – Altman, City Attorney stated it's a little odd that they want a warranty deed to purchase the control of access rather than interest in land, but they are not purchasing the land. Hwy 12 is a controlled access highway. They currently have controlled of access from the Airport property to Hwy 12. They are changing this a little bit. They wanted to identify more specifically where the 3 approaches are on to Hwy 12. We are allowed to keep these, but we are not allowed to add anymore because it is a controlled access highway. So, we are deeding this over to the State. There was some initial confusion between the FAA, who did not want us to deed anything to the DOT because we are not supposed to be deeding away the Airport which the FAA or the public paid for. DOT who is insisting under the Federal Highway Rules that we get the deed signed over. Wilson was able to work this out before he left for his leave. The other portion that we are actually transferring is the 1.46 and .20 acres which is in the corner of Brown County 19. Our fence will be moved in and this will increase the drainage in this area. This is where the Drainage Easement comes in. We are giving them this additional land. The State will pay for the fence and move it. We are giving up controlled access as well to the south when they move the fence. Gellhaus asked if they are doing anything to the road surface. Altman stated for what he understand this is only to be a drainage project. Johnson asked do we need to inform FAA about the change in fence as it relates to the runway. Helms stated he believes that Wilson had checked on this. It is still far enough away from the localizer that it should not affect this. Johnson added it will be plenty far after we decouple the runways. Helms stated he does not think we are moving the localizer; this stays. Altman also checked if the area is being leased out for hay and it is not, so we do

not have to change any leases. Erickson asked if any of this is proposed to be concrete drainage. Lander stated very much so. Helms thought that the State will bid this soon. Lander stated yes and the funding will probably be 90% Federal and rest will be paid by the State. Ron Erickson asked what the construction process will be. Lander suggested contacting the City Engineer for this information. Johnson asked if the perimeter of the RPZ is something that needs to be adjusted. Helms stated no. Johnson moved approval to proceed with the proposal as presented, seconded by Kaiser. Gellhaus asked why a deed instead of an easement. Altman stated he contacted the Federal Registry and they have not seen anything like this. Except that there is a deed granting controlled access from the 60's, so it changes the location of the approaches to match the current location approaches. Altman thinks this actually how FAA was able to be convinced that this is acceptable because already the controlled access has been deeded to the State back then. Altman stated it's odd and apparently Gellhaus has not heard anything like this either. **MOTION CARRIED approving the State of SD Hwy 12 project proposal.**

Item #11 Airport Manager's Report

11a: Snow Removal – King stated one of the concern that Wilson had at last month's meeting was lack of getting NOTAM out in a timely manner. King stated they had corrected this, but they had not issued a lot this time as each snow fall is different. They also did not have icing conditions like the one they had before. We also had been moving snow out front and places around the FBO's. Johnson asked we had issued one out for a sign being out on txy 'C'. King stated this is one of the mandatory sign. We needed a new board and this has been replaced. Erickson asked if the FBO's are happy with the snow removal. Braun stated it's alright. Braun asked in the terminal parking lot it's been a while since we had a snow event, do we do this on a continuous basis as cars come and go? King stated pretty much every night or every other night. We have a staff that goes out and checks. Last time King questioned the staff about this; staff had removed the snow but cannot move the ice. We had been working on trying to get the ice out as we can. Braun asked on the GA ramp if a person would come in and slipped and fall on the concrete, what happens on something like this. Altman, City Attorney stated what they need to do is contact the City Risk Manager and there is a form they need to fill out if they are going to file a claim against the City. We have a liability insurance specific to the Airport. Braun stated there had been numerous people that had fallen over the years, but probably never got injured or never pursued it. Braun added they have coverage for their premise. Gellhaus suggested notifying their insurance carrier as there could be a conflict. Dahlerup stated King had stated that the NOTAM's had gotten better. Dahlerup stated he was here on President's Day and the wind was blowing. There was a sweeper out on the runway. The guy was doing a good job, but there was no NOTAM while he was out there. Dahlerup assume the guy did not have the authority to issue the NOTAM. He checked twice before he left that day and there was no NOTAM. Lander stated Wilson was here that day. King stated he will have to check as he was gone during the time.

11b: Retirement, King – King stated he will be retiring and his last day will be April 19th. He turns 62 in April and been with the City for over 29 years and had been at the Airport since 2002. The Board said thank you and they appreciate all the work that King had done. Johnson asked Lander what is the process the City goes through for replacing King. Lander stated we already started the process of publication for King's replacement. We normally do not start the announcement until we received something in writing and we are in receipt of this. Typically, Ruhlman-HR Director tries to announce it in the appropriate publications and monthly periodicals that are associated to that type of work.

Item #12 Other Items:

Planter – Kaiser stated to beautify the Airport. We talked about doing 3 planters and we have 2. He would like to see us doing the 3rd. He would guess that there are 20% to 30% of people that selects an airport because of how they look. He asked who built the planters. King stated our staff did and this would have to wait until next month until Wilson comes back. Kaiser stated he thinks that we took this out of the marketing budget and this had been increased by Wilson.

Ramp perimeter marking out of Hangar 9 - Johnson stated we have a short term dilemma in the fact that there is snow and ice there now. Maybe we can put something temporary there for now. Johnson does not know what is out in front of Quest and Aberdeen Flying Service; are they lights? King stated the taxi lights come in from the connector taxiways up to the GA ramp. With the addition of Hangar 9, it did not extend to this portion. There were temporary reflectors to help marked this, but apparently got lost during snow removal. Johnson stated because the apron connects directly to the taxilane and taxiways on the north of end of the Airport. There is not break on the

concrete. At this point on the south side of the ramp we got dirt in between which is the issue. King stated we can put some temporary markers when the ground softens up. Erickson asked if this is more of a night time issue. Johnson stated he had seen a plane the other day that got really close which was during the day and night time would be more critical especially once the snow is gone. If we are going to use stripping as remedy for this, when would we do this. King stated normally in the spring/summer, when the temperature is warm enough. Helms stated they can take a look at this with King and Wilson.

Letter to Delta (De-icer) – Kaiser stated the Board had directed the Airport Manager to write a letter to Delta and asked for the status. It was reported that this is done. Kaiser stated it would have been nice to have a copy in the packet. Wiese stated he heard on the radio that Minot Airport was down for a short period of time because they had 4 de-icing trucks that were in-operational last month. Kaiser stated the complaint was not that it happened, that it took us 5 days to alleviate the situation. Kaiser asked Christiansen if there is plan in place. Christiansen stated this is being worked on right now. Kaiser asked if the Board can get an update when Christiansen learn something. Johnson asked if the truck is fixed. Christiansen stated it is and is running great. The borrowed one was returned to Omaha.

SD Airport Conference – Helms stated the State Conference is scheduled on March 26th, 27th and 28th in Oacoma, SD. It's not too early for airports to talk with the State and Federal government on a one on one basis. It does not appear that the FAA will be there this year. Helms thinks Aberdeen is scheduled for 10:30am on the 26th. Erickson asked if there is an agenda. Helms stated he will send one over. Gellhaus asked who is going. It would be Wilson and one of the maintenance staff. King stated the conference is informative and you get the one on one contact with other managers as their run their airport.

Johnson moved to adjourn, seconded by Gellhaus. The meeting adjourned at 12:19pm.